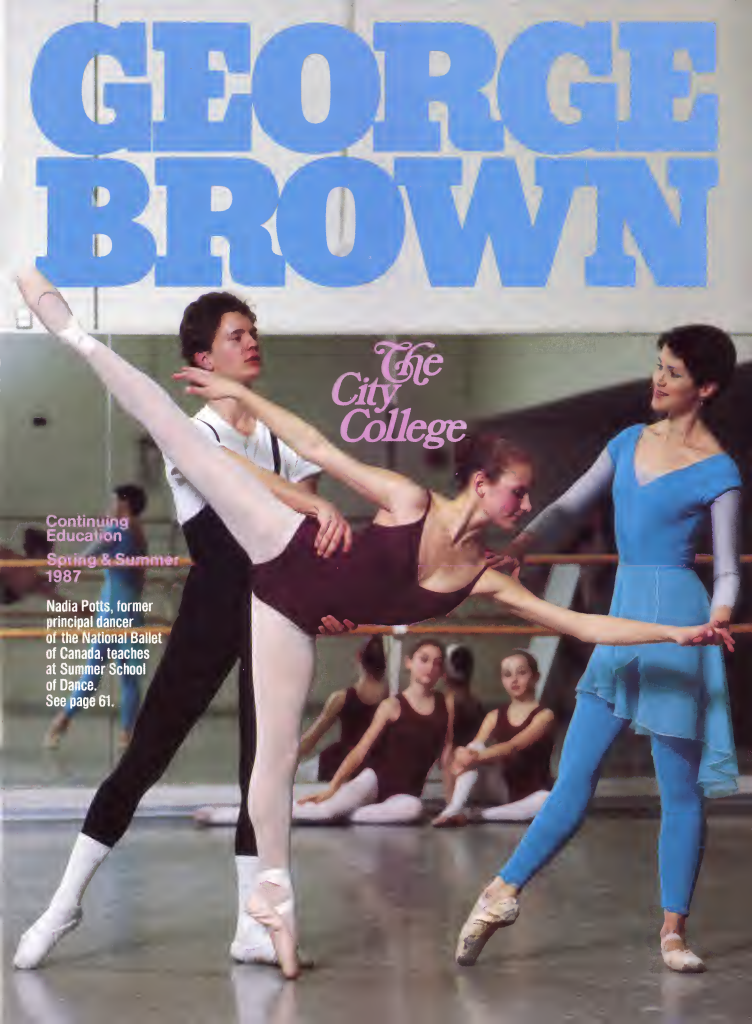
GEORGE BROWN

The City College

Continuing Education

Spring & Summer 1987



Nadia Potts, former principal dancer of the National Ballet of Canada, teaches at Summer School of Dance.
See page 61.

George Brown College

AT HARBOURFRONT

HARBOURSIDE — GEORGE BROWN COLLEGE BASIC SAILING SCHOOL

Learn to sail this summer at Harbourfront

Safe
The school boats are 24-foot Bluenose sloops and you spend 2/3 of your time with us sailing them. They have motors, comfortable cockpits and will not tip over. An instructor is always aboard to give individual attention.

Convenient
Located in downtown Toronto in the Harbourfront Nautical Centre, 283 Queen's Quay West, just west of Pier 4. The Spadina 770 bus stops across the street or walk west from the Queen's Quay Terminal. There is parking beside the School or ride your bicycle.

CYA Certification
The Canadian Yachting Association (CYA), sailing's sport governing body, has designed standards and tests for cruising sailors and Harbourside. George Brown students write the Basic Cruising Standard exam as part of the course.

Staff
All instructors are CYA certified. They're excellent sailors who stress safety and simplicity in their methods. You'll find them patient, understanding and enthusiastic.

For further information and how to register see page 38.

MICROCOMPUTER TRAINING AT HARBOURFRONT

George Brown College — Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College — Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 222 Queen's Quay West (above the Harbourfront Antique Market)

Courses
Computer Literacy (An Introduction to Microcomputers)
Introduction to Lotus 1-2-3
Introduction to dBase III
MS DOS and the Personal Computer

IBM is a trademark of International Business Machines Corp. LOTUS 1-2-3 is a trademark of Lotus Development Corp. dBase III is a trademark of Ashton-Tate.

For further information about these courses and how to register see page 28-30.

HARBOURFRONT CANOE SCHOOL

Weekend Canoe Skills Certification
This two-day program provides all successful participants with the Ontario Recreational Canoeing Association's certificate. The course offers a number of levels which are suitable for the NOVICE to EXPERT canoeist. Day one develops an intimacy between canoe and participant on Harbourfront's beautiful and safe outdoor pond. Day two is spent developing your new skills amongst the Toronto Islands.

Weekend Canoe Trip
This weekend canoe trip is designed to teach canoeing safety and skills and to introduce edible wilds, tree and plant identification. Canadian shield geology, outdoor cooking and map and compass work.

This weekend is directed by Steve Magee, director of the Harbourfront Canoe School, Vice-president of the Canadian Recreational Canoeing Association, director of the Kanawa International Canoe Museum and co-author of Ontario's canoe certificate program.

For further information about these courses and how to register see page 38.

Changing Directions?

We can help.

George Brown's Vocational Testing Service can help you decide whether to go back to school or change careers.

The tests will assess your interests, skills and personality characteristics to match you to a career. The Test Centre's staff can also help you with job search techniques and information about the labour market.

For more information call: The Test Centre
967-1212, ext. 4283

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School of Dance teacher Nadia Potts assists pre-professional students in pas de deux class at the College's St. James Campus Dance Studio.
Photo: Albert Li

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This spring and summer, George Brown College is breaking its ties with the land.

We're leaving city streets to offer sailing and canoeing courses that take students out onto Toronto Harbour and Northern Ontario lakes.

These courses — offered co-operatively with Harbourside Sailing School and Harbourfront Canoe School — give students professional instruction in both of these popular sports. (See page 38 for full details.)

Toronto's Harbourfront also serves as a new location for a slate of our specialized microcomputer training courses. Using IBM-compatible computers, students can learn how to get the most from some popular business-application software. (Full course descriptions are on page 29.)

George Brown is always looking for new ways to serve the people of Toronto. Every year we offer new courses that help develop professional careers and personal interests.

These new courses and our new location reflects this continuing commitment to our community.

D.E. Light
President

George Brown College Board of Governors

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George Brown College makes it easy for you to register by offering two convenient methods of registration. Register as soon as possible because enrolment is limited and registrations are accepted on a first-come, first-served basis.

In Person

Register at the campus where the course will be offered.
Check the back cover of this directory for the campus' office hours.
Bring along your social insurance number.
You can pay by cash, money order, personal cheque or VISA.
Post-dated cheques are not accepted.
Full payment is due at the time of registration.

Mail Registration

Avoid registration line-ups through George Brown's easy and convenient mail-in registration process:

- Please use the registration form on page 62.
- Include full payment (tuition *and* any applicable material fees) by money order or personal cheque.
- Write the name of the campus where the course will be held on both the registration form *and* the envelope.
- Print your name, course title and course code on the back of the cheque or money order.

Mail the completed form to:

- _____ Campus
(insert campus for your course here)
Part-Time courses
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario
M5T 2T9

Mail-in registrations must be received by the College at least three weeks before the course starts.

Admission Requirements

You must be 19 years old by the day your course starts. Exceptions are the special courses offered for children.
Foreign students who are not Canadian Citizens or Permanent Residents must obtain permission to register from Employment and Immigration Canada and present a Student Authorization form at the time of registration.

Confirmation of Registration

Registrations are accepted on a first-come, first-served basis. Receipt of registration form by the College does not guarantee enrolment.
Students registering in person will receive confirmation when they register.
If you register by mail, your registration will be confirmed by mail, time permitting.
If the course you wanted is cancelled or full, you will be telephoned or notified by mail before classes begin.
You should go to the first evening of class unless you hear otherwise.

Fee Receipts

A registration receipt bearing a cash register imprint is your official receipt and must be presented for admission into class, for income tax purposes, and for transfers or withdrawals.
Mail-in registrants will receive their receipts at the first scheduled class of their course or through the mail if time permits.
Duplicate or replacement receipts will not be issued.
Materials fees are not eligible for tax deduction purposes.

Room Location

Rooms will be printed on registration forms for most in-person registrants.
Others should check the main lobby on the first night of class at the campus where their course is offered.
If you need help finding a room, go to the Evening Supervisor's Office.

IMPORTANT!

Effective June 1, the College St. and Nightingale Admissions Offices will be closed. College St. Registrations should be sent to Kensington Campus and Nightingale registrations to Casa Loma Campus.

Counselling

Counselling services at each campus will provide you with educational, vocational and personal counselling. Normal office hours are 8:30 a.m. to 4 p.m.

Counsellors are also available at Casa Loma Campus on Tuesdays and St. James Campus on Thursdays until 6:30 p.m.

Call for an appointment:
Casa Loma: 967-1212, ext. 2274 or 2414
St. James: 967-1212, ext. 3310 or 3311

Certification

Many of the courses in this calendar can lead to college diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies.

In both cases, requirements will be clearly outlined in the course information. For further information contact the Counselling Department at your campus or the chairperson of the department offering your course. It is the student's responsibility to request certification.

Certificates will be prepared by the Student Records Department upon authorization by the Chairperson or Program Co-ordinator.

Advanced Standing

If you have credits from another college or educational institution, and/or related work experience, you may be eligible for advanced standing in certificate and diploma programs. Contact the Program Chairperson for details.

Grades/Credits

Graduates will receive a certificate including a short description of the course approximately one month after the course has ended.

These certificates may indicate grades received using the letter or pass/fail systems. Some will simply indicate complete/incomplete status. The system used will depend upon the type of course or program chosen.

Transfers

Requests for course transfer will be acceptable only if made before the third scheduled class and if space is available. Requests for transfer must be made in person or in writing and must be accompanied by the registration receipt. Transfers will be considered as a withdrawal from the first course and a registration in the second. Full fees will apply to the second course chosen. A fee of $5 is charged for this service.

Withdrawal and Refund

If you withdraw before the third scheduled class, you are entitled to a partial refund of tuition fees.

This policy does not apply to: one-day seminars, courses of three sessions or less, or the Harbourfront Sailing courses.

Apply in person or by mail to your Campus Admissions Office. A registration receipt must be presented before any refund will be made. Non-attendance at classes does not constitute an automatic notice of withdrawal.

Fees will be refunded except for a service charge of $5 and a charge of $5 per scheduled class to a maximum of $10, depending on how many classes have passed at the time of the refund request, regardless of whether or not the student attended classes.

Where a material fee has been paid, refunds will depend upon the amount of materials already used by the student during classes. No refund is permitted on or after the start date of courses lasting one or two days.

Please allow four weeks for the processing and mail delivery of College refund cheques.

Course Cancellation/Changes

George Brown College reserves the right to cancel or suspend courses, combine classes, change instructors or limit enrolment. Courses will be cancelled if there is insufficient enrolment or if the instructor cannot be suitably replaced. Every effort will be made to notify students by phone.

A full refund will be made if a course is cancelled. Please allow four weeks for processing and mail delivery.

Transferees may have their original payment credited to the new course. Overpayments will be refunded by mail.

Should the start of a course be postponed, registrants will be notified by telephone of the revised start dates.

Statutory holidays are not considered when advertising course termination dates. This may result in your course running a night longer if a holiday occurs during your course. The same can occur if a class is cancelled.

Financial Assistance

Financial aid is available to some part-time students taking post-secondary credit courses. To find out if you are eligible, call or visit the Student Services Office at 500 MacPherson Avenue (opposite Casa Loma Campus), 967-1212.

Books and Supplies

You can buy books and supplies at Campus Bookstores. Your instructor will tell you which books you will need for the course during the first class.

For your convenience, the bookstores are open in the evening during the first two weeks of each semester. For more information call 967-1212 and ask for the Bookstore at your campus.

Foreign Students

Students who are not Canadian citizens or permanent residents may need permission to register from Employment and Immigration Canada. For more information call 967-1212 and ask for the part-time Admissions Office at the campus where your course is offered.

Senior Citizens

If you are 65 or older, you may register in any of the courses in this directory for $5.00 plus any applicable material fee. Please be prepared to supply proof of age.

Parking

All George Brown campuses are in downtown Toronto and parking may be difficult. The TTC provides excellent service to each campus.

We suggest you leave your car at home and take the TTC instead. Call TTC information for routes to our campuses: 393-4636.

This directory is prepared several months ahead of the semester. Every effort is made to ensure that the information provided is accurate, however some changes may take place from the time of publication.

Certificate Programs

George Brown's Business Division offers many certificate programs for part-time students. These Programs are comprised of a number of compulsory subjects as well as one or more electives.

- Accounting*
- Business Management
- Records Management
- Secretarial Practice
- Marketing
- Paperwork Simplification
- Archival Practices (Fall & Winter semesters)
- Business Procedures Analyst (Fall & Winter semesters)
- Canadian Credit Union Institute Fellows Program (CCUI)
- Business Management Studies (OMDP)
- Supervisory Studies (OMDP)
- Trust Companies Institute
- Physical Distribution

*Students enrolled in the Part-time Certificate Program in Accounting and Records Management must obtain a "B" standing in order to proceed.

For all certificate programs, Grade 12 English is required. Second language students and/or mature students not having Grade 12 will be required to pass an English test. Phone 967-1212, ext. 3289 to arrange for an English evaluation.

NOTE: Register for all part-time business courses at St. James Campus only.

***For more information*, about certificate programs in the Business Division, please call 967-1212, ext. 3289, 3290, 3291.**

Certificate Program in Accounting

This program is designed for persons who wish to acquire a thorough knowledge of the main aspects and facets of accounting. It will be of particular interest to those who are already working in junior positions in that field. However, the program is also valuable to all persons interested in a general career in business administration.

Entrance requirement for this program is either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 Compulsory, 2 Electives
ACC 100X — Accounting I
ACC 101X — Accounting II
ACC 202X — Cost Accounting I
EC 903 — Economics (Fall and Winter only)

Electives
BUS 900-A Business Management I
BUS 900-B Business Management II (Fall and Winter only)
ENG 933-Bare Essentials
OMDP 902-A Ontario Business Law I
OMDP 902-B Ontario Business Law II (Winter only)
EDP 100X-Introduction to Data Processing

Or choose a maximum of two other related Business Division offerings.

Certificate Program in Business Management

The prime purpose of this program is to develop potential managers and persons presently employed in junior managerial positions of Canadian businesses.

Entrance requirements for this program are either a Secondary School Graduation Diploma, or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Credits for program subjects taken at other community colleges or similar institutions can be applied for.

6 Courses:
4 compulsory, 2 electives.

Compulsory
BUS 900-A Business Management I
BUS 900-B Business Management II (Fall and Winter only)
MARK 100X Marketing
ACC 100X Accounting I

Electives
EDP 100X Introduction to Data Processing
ACC 101X Accounting II
ACC 202X Cost Accounting I
ENG 933 Bare Essentials
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
OMDP 907 Effective Supervision—Human Relations
EC 903 Economics (Fall and Winter only)

Or choose a maximum of two other related Business Division offerings.

Certificate Program in Secretarial Practice

This program appeals to applicants who wish to embark on a career in the stenographic/secretarial field as well as those who wish to refresh old skills in order to return to office positions.

Entrance requirements for this program are either a Secondary School Graduation Diploma or equivalent standing. Applicants with a lower level of formal education will be considered if they have had related business experience.

Students are expected to complete the program within a maximum of 3 years.

Students can apply for credits for program subjects taken at other community colleges or similar institutions.

Courses in this program may be suitable if you are studying for the Certified Professional Secretaries program. For more information, please call Debra Robinson at 591-7377.

6 Courses:
5 compulsory, 1 elective

Compulsory
TYP 905 Advanced Typing
SHP 900A&B Pitman Shorthand—Theory
SHP 901 Pitman Shorthand—Speed Development
ENG 933 Bare Essentials
RM 900 Introduction to Records Management

Electives
OMDP 902A Ontario Business Law I
OMDP 902B Ontario Business Law II (Winter only)
EDP 100X Introduction to Data Processing
MARK 100X Marketing
BOK 552X Bookkeeping
RM 901 Advanced Records Management

Or choose one other related Business Division offering.

Certificate Program in Records Management

This program, offered in cooperation with the Association of Records Managers and Administrators, may be of interest to all people who are presently involved in the management of business communications, EDP records, files, forms and reports, records systems and procedures, retention, protection and disposal of vital records.
Persons aspiring to management positions in these areas should find this program particularly helpful.

6 Courses:
4 Compulsory, 2 Electives

Compulsory
RM 900 Introduction to Records Managment
RM 901 Advanced Records Management
RM 904 Machine Readable Records and Archives
MICR 900 Microfilm for your Business

Electives
Choose one subject each from two of the following groups:

Archives
BUS 800 — Introduction to Archival Practices
BUS 801 — The Administration of Archives

Forms
RM 902 — Forms Management RMIII
FORM 900 — Procedural Analysis
FORM 901 — Forms Design

Manuals
RM 903 — Manuals Management RMIV

Certificate Program in Paperwork Simplification

The Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM), offers a certificate program in Paperwork Simplification at George Brown College.
This certificate program benefits organizations by providing their employees with the technical and adminstrative expertise required to

- develop, implement and manage a comprehensive Forms Management program;
- plan and conduct simple analysis projects for the purpose of simplifying paperflow;
- design forms that are efficient to use, economical to produce and that enhance the organization's image.

Certificate Program in Paperwork Simplication:
3 Courses:
FORM 900 — Procedural Analysis
(Fall and Winter only)
FORM 901 — Forms Design
(Fall and Winter only)
RM 902 — Forms Management
(Fall and Winter only)

Certificate Program in Business Procedures Analyst

The Business Procedures Analyst Certificate program is a continuation of the existing Paperwork Simplification Certificate program offered by the Forms and Manuals Management Association (FMMA), formerly the Canadian Association for Business Forms Management (CABFM).
This revamped advanced program, reflecting constantly and rapidly changing acitivites in the forms management field, will provide participants with:

- forms design expertise in all varieties of business forms;
- a basic understanding of the newest technologies relative to forms;
- the techniques for carrying to a sucessful conclusion the procedural analysis projects they learned to initiate and conduct in the basic program;
- the background for interfacing with manual or automated systems analysis projects;
- the documentation requirements and techniques of procedural analysis projects.

This new program, in combination with the basic program (which is a prerequisite), will give people involved in the management of forms, manuals, records and information flow in general some basic skills needed to carry out their activities more efficiently and cost effectively.

Certificate Program in Business Procedures Analyst:
4 Courses:
FORM 903 — Advanced Procedural Analysis
(Prerequisite FORM 900)(Fall and Winter only)
FORM 902 — Advanced Forms Design
(Prerequisite FORM 901)(Fall and Winter only)
RM 903 — Manuals Management
EDP 100X — Introduction to Data Processing*
*Students may be granted recognition for the successful completion of an equivalent course at a recognized Community College or University. Applications for such recognition must be submitted in writing together with a copy of transcript of marks to: Director of Education, Forms and Manuals Management Association, P.O. Box 5338, Station A, Toronto, Ontario M5W 1N6
NOTE: Students may enrol in courses in any order, provided that the required prerequisites are met. Students must hold FMMA's (formerly CABFM's) Paperwork Simplification Certificate to be eligible to receive the Business Procedures Analyst Certificate.

Certificate Program in Archival Practices

This program, sponsored by the Toronto Area Archivists Group, is one of the first college-level, non-professional training programs to be offered in English-speaking Canada and will provide basic training in the practice of archival science for practitioners at the non-professional level. In addition to training "archival technicians", the program will provide basic training in archival practices and administration to information and management professionals having archival responsibilities without the necessary practical and managerial training. Credit courses from this program will be of interest to students in the part-time certificate in Records Management sponsored by the Association of Records Managers and Administrators.

Courses, to the extent possible in a classroom environment, will emphasize the practical application of theory through case study and workshop methods. Lectures will come from the local professional community, bringing to the courses their own particular expertise and perspective, and giving to the student useful future contacts. Course texts and supplies will be provided through a non-refundable materials fee.

This six-course certificate program consists of the following:

Compulsory Courses:
BUS 800 — Introduction to Archival Practices
RM 900 — Introduction to Records Management RM I
BUS 801 — The Administration of Archives
BUS 833 — The Care of Records (Conservation Techniques)
The remaining two courses may be selected from courses listed in the Business section of the calendar or from the following:

Elective Courses:
RM 904 — Machine Readable Archives and Records
RM901 — Advanced Records Management RM II
RM 902 — Forms Management RM III
RM 903 — Manuals Management RM IV
MICR 900 — Microfilm For Your Business
FORM 900 — Procedural Analysis
FORM 901 — Forms Design

Students are encouraged to select at least one computer-based elective. Management students are encouraged to include at least one Management Development elective.

Certificate Program in Marketing

This program will interest those who are presently employed in the marketing side of business. It will afford them an opportunity to become more rounded in the field of marketing and it may help them to advance in their careers. The program will also appeal to those who are not yet employed in the field, but have a keen interest in the subject.
Lecturers are chosen from business and will bring vast marketing experience to the students. This, combined with textbook studies and case analysis will prepare students for practical application of his/her knowledge.

6 Courses
4 Compulsory, 2 Electives

MARK 100X Marketing
MARK 205X Marketing Management I
MARK 904 Introduction to Advertising
MARK 905 Introduction to Retail Management

Electives
MARK 202X Marketing Research and Information Systems
MARK 903 Industrial Marketing
LAW 900 Marketing Law
MARK 906 Consumer Behaviour
MARK 902 Retail Advertising Copy Writing

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Canadian Credit Union Institute (CCUI) Fellows' Program

Credit Union Central of Ontario
180 Duncan Mill Road
Don Mills, Ontario M3B 3K3
(416) 441-2900

The CCUI Fellows' Program consists of 10 courses (three parts) designed to increase professional competence of personnel in co-operative finance so that credit unions can more effectively contribute to the development of Canadian society.

Complete details on this program may be obtained from:

Admission Requirements: Admission is restricted to employees of credit unions or co-operative industries which are members of CCCS. In addition, applicants must meet the entrance requirements of George Brown College.

Program: The program includes six compulsory courses and four options from among the approved courses. Only two options under each subject category are allowed.

EQUIVALENCY COURSE LIST

CCUI	COURSE NUMBER	GEORGE BROWN
Letter of Recognition		
Accounting	ACC 100X	Accounting I
Business Administration	BUS 900A	Business Management I
Letter of Commendation		
Economics	EC 903	Economics
Marketing	MARK 100X	Marketing
Plus 2 approved options		
Fellows Designation		
Business Strategy		N/A
Co-operative Studies		available only through CCUI
Plus 2 approved options		

APPROVED OPTIONS

CCUI	COURSE NUMBER	GEORGE BROWN
Business — General		
Business Law	OMDP 902A	Ontario Business Law I (half-credit)
	OMDP 902B	Ontario Business Law II (half-credit)
Management of Financial Resources		
Business Finance	ACC 101X	Accounting II
Financial Accounting	ACC 200X	Financial Accounting I
Investment Management	ACC 203X	Financial Accounting II
Management Information Systems	EDP 800	Microcomputers in Business
Management of Human Resources		
Personnel Management	OMDP 906 (half-credit)	People Management: Tools & Techniques
	OMDP 907 (half-credit)	Effective Supervision: Human Relations
Organizational Behaviour	PSY 908	Psychology: Human Resource Management (See Liberal Studies)
Marketing		
Consumer Behaviour	MARK 906	Consumer Behaviour
Promotion Management	MARK 202X	Marketing Research & Information Systems
	or	
	MARK 904	Introduction to Advertising
Quantitative Methods		
Computer Concepts	EDP 100X	Introduction to Data Processing

Certificate Program in Accounting

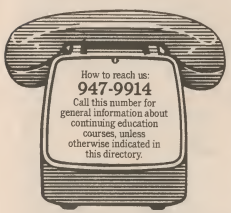
Compulsory

Accounting I ACC 100X

Prerequisite: BOK 552X or equivalent recommended. Acceptable proof is: Certificate of Completion of BOK 552X or a letter from present employer stating present experience and/or duties. This course will cover the basic concepts and methodology of accounting as applied to either a service or merchandising business. Income measurement and valuation problems will also be studied. Major topics will include: the accounting equation; balance sheet preparation; income statement preparation; the end-of-period process; cash and receivables; inventory and plant and equipment.

NOTE: Students enrolled in the "Part-time Certificate Program in Accounting" must obtain a "B" standing in order to proceed further.
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
April 21 to June 25


How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Accounting II ACC 101X

Prerequisite: ACC 100X or equivalent. Transcript of grades must be produced at time of registration. This course deals with problems related to sources and uses of invested capital, with analysis and interpretive problems pertaining to financial reporting, with cost accumulation, cost control and financial planning.
Major topics include: shareholders' equity, dividends and retained earnings, proprietorship and partnership capital, debt financing, investments, statement of changes in financial position, accounting for manufacturing operations, cost, volume and income analysis:
Text: Fundamental Accounting Principles (latest edition) plus workbook.

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
April 20 to June 29

Cost Accounting I ACC 202X

Prerequisite: ACC 100X, ACC 101X, or equivalent standing. Transcript of grades must be produced at time of registration.
The course is designed for students who are currently engaged in the bookkeeping field in industry and who wish to study cost accounting. It is a compulsory subject for students enrolled in the Accounting program.
Course Content: Basic concepts, fundamental principles, materials, labour, and overhead as applied to cost accounting; the above concepts and principles utilized in the solution of simple costing problems and cost accounting techniques employed for the solution of major financial cases.
Text: Cost Accounting Planning & Control (latest edition).

Mon. & Wed., 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 and purchase of text.
April 20 to June 29

Electives

Business Management I BUS 900A

First of a two-part course for people in junior or middle management positions. Compulsory subject for the Business Management Certificate (Part-time).
Course Content: Background; orientation, definition of a manager, importance of the environment. Business in Canada; an overview, nature and importance of business history, corporate structures, participation in planning a company. Principles; decision making and policy formulation, organizing and staffing, planning and controlling communication and directing. Management: qualifications, senior management, first line management, middle management.
Text: Business in the Canadian Environment.

Tues. and Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $5.00
and purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
May 5 to June 17

Ontario Business Law I OMDP 902A

This course helps students to develop an understanding of th elegal aspects faced by Ontario businesses. It enables the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies.

Wed., 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
See equivalency for CCUI, TCI, pages 7, 10.
April 15 to June 17

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flow charts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and Watcom BASIC made Easy.

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials: $10.00
and purchase of text.
See equivalency for CCUI and TCI, pages 7, 10.
April 20 or 21 to June 29 or 25

Accounting

Cost Accounting II ACC 204X

Prerequisite: ACC 202X
This course introduces the student to the more complex cost accounting concepts and techniques, responsibility accounting and systems control of materials, labour and overhead, budget and budgetary controls, standard cost systems and variances.
Text: Cost Accounting, Planning & Control (latest edition).

Mon. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50, plus purchase of text.
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
April 20 to June 29

Financial Accounting I ACC 200X

Prerequisite: ACC 100X and ACC 101X
This course emphasizes the underlying theoretical structure of accounting. Topics include a review of accounting principles and concepts and financial statement preparation; valuation of current assets and liabilities; valuation of operational assets.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $97.50
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
April 22 to July 25

Financial Accounting II ACC 203X

Prerequisite: ACC 200X
This course is a continuation of ACC 200X. Topics include the formation and capital structure of limited companies; accounting for bonds and long term liabilities and investments; accounting for income tax, pension and lease costs; statement of changes in financial position, analysis of financial statements and accounting for inflation.
Text: Intermediate Accounting (latest edition).

Wed. 6 to 9 p.m. and Sat. 9 a.m. to noon
St. James Campus
78 hours Fee: $97.50
See equivalency for CMA, CGA, CCUI, TCI, pages 7, 9, 10.
April 22 to July 25

Auditing ACC 205X

Prerequisite: EDP 100X, ACC 100X, ACC 101X, ACC 200X, ACC 203X, ACC 220X, ACC 222X
This course is designed to provide students with an overview of the principles and techniques of auditing.
Students learn how to evaluate internal control systems, to prepare working papers in good form, and to communicate audit findings.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
55 hours Fee: $68.75
April 21 to July 2

You and the Law

How to Incorporate Yourself LAW 800

This is your chance to incorporae and do it by yourself. This course deals with the various forms of business entities, but is primarily concerned with the legal creation known as a corporation.
The legislation governing corporations is reviewed. Articles of Incorporation are prepared in accordance with the governing laws. This course is not intended to create corporate lawyers, but provides enough guidance and information to incorporate your own small business.
Instructor: Ira Greenspoon, B.Sc., L.L.B., is employed in the Practice of Law in Toronto. He maintains a keen interest in consumer education in the legal field.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $47.00
April 13 to May 4

Commercial Law LAW 200X

Prerequisite: Grade 12 English.
This course provides an understanding of the fundamentals of Canadian commercial law that management accountants may frequently encounter in the performance of their duties. This course will also assist those accounting students seeking a professional designation (C.G.A. or C.M.A.) earn an official exemption in this subject.
Text: The Law and Business Administration in Canada (latest edition).

Wed. 6 to 9 p.m. and Sat. 9:30 a.m. to 12:30 p.m.
St. James Campus
60 hours Fee: $75.00 Material Fee: $5.00 and purchase of text.
April 15 to June 27

CGA/CMA Exemptions

The courses listed below have been granted exemptions by C.G.A & C.M.A. An average grade B is required for exemptions. This exemption policy applies as long as course content is acceptable to the associations.*

Our Course #	CGA #	CMA #
ACC 100X & 101X	Accounting 101	Introductory Accounting
EC903	Economics 104	Economics
ACC 200X	ACC 211	Interm. Acctg. I
ACC 203X	ACC 222	Interm. Acctg. II
LAW 200X	LAW 108	Commercial Law

*For complete exemption details, contact the associations directly.

Trust Companies Institute

TRUST COMPANIES INSTITUTE
L'INSTITUT DES COMPAGNIES DE FIDUCIE

The Trust Companies Institute (TCI), the educational arm of the Trust Companies Association of Canada Inc., seeks to develop a high standard of professionalism by persons employed in member Trust Companies. The Institute provides business, technical and management programs to the Canadian Trust industry.

The Institute's Business Education Program requires candidates to complete six general business subjects and to have one year's business experience. Upon completion of these requirements, candidates are awarded a Business Education Certificate by the Institute. George Brown College, in cooperation with the Trust Companies Institute, offers courses which can be credited towards the Business Education Program.

Candidates are responsible for registering with George Brown College and also with the Institute by completing a TCI registration form available from TCI and TCI Company Representative. Transcripts of courses successfully completed should be forwarded to the Institute by candidates upon completion of the program.

Individuals interested in Institute programs should contact the Institute for further details:

Trust Companies Institute
335 Bay Street
7th Floor
Toronto, Ontario
M5H 2R3
Telephone: (416) 364-1210

TCI Compulsory Subject	George Brown Equivalent
Principles of Accounting OR Financial Accounting	ACC 100X Accounting I ACC 200X Financial Accounting I
Law (one of) · Business · Commercial · Real Estate	 OMDP 902A Ontario Business Law I RE 905 Real Property Law
Communications (one of) · Business · Interpersonal · Management OR Organizational Behaviour OR Human Relations	ELS 903 Business Communication ENG 933 Bare Essentials ELS 160 Language & Communication I ENG 721 English B Applied Communications COMM 901 Communications I and ENG 927 Report Writing
Principles of Economics (one of) · Micro · Macro	EC 903 Economics EC 900 Economics — An Introduction

TCI Optional Subjects/Equivalent Course Number/Title	
ACC 101X Accounting II	OMDP 907 Effective Supervision — Human Relations
ACC 202X Cost Accounting I	OMDP 941 Effective Labour Relations
BUS 900A Business Management I	PRGM 925 Intro. Microcomputer Programming
EDP 100X Intro. to Data Processing	PRGM 970 Intro. to Electronic Data Processing
EDP 800 Microcomputers in Business	PSY 906 Psychology Human Resource Management
ELTC 928 Intro. to Microprocessors and Microcomputers	PSY 907 Psychology An Introduction
MARK 100X Marketing	

Certificate Program in Business Management

Compulsory

Marketing — MARK 100X

Course Content: Introduction to basic marketing concepts and practices as related to the consumer; marketing terminology, controllable and non-controllable variables, target market identification by demographic and geographic segmentation.
Text: Foundations of Marketing

Mon. & Wed., 6 to 8:30 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
April 20 to June 29 or
April 25 to July 4

Business Management I — BUS 900A

For course description, see page 9.

Business Management II — BUS 900B

Offered fall and winter only.

Accounting I — ACC 100X

For course description, see page 8.

Electives

Introduction to Data Processing — EDP 100X

For course description, see page 9.

Accounting II — ACC 102X

For course description, see page 8.

Cost Accounting — ACC 202X

For course description, see page 8.

Ontario Business Law I — OMDP 902A

For course description, see page 9.

Effective Supervision — Human Relations — OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include: understanding people, selection and induction, training and instructing employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communication, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs., 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
April 23 or 25 to June 25 or 26

Certificate Program in Secretarial Practice

Compulsory

Typewriting III (Advanced) — TYP 905

Prerequisite: 35 w.p.m. or TYP 901.
The purpose is to: (a) further develop typewriting skills and to concentrate on more advanced typewriting setups; (b) achieve 50 w.p.m. on ten-minute tests.
Course Content: During this course, emphasis will be placed on practical typing of tabulation-tables, and financial statement; centering of menus, programs, announcements; business letters — different styles, placement, carbon copies and envelopes; essential business forms; erasures and corrections; squeezing and spreading; dicta typing and office simulation.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) & Pine Tree Resorts — An Office Simulation

Tues. & Thurs., 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $10.00
and purchase of texts.
April 21 to June 25

Pitman Shorthand — Speed Development — SHP 901

Prerequisite: SHP 900A & B or equivalent, and 45 w.p.m. in typewriting.
To further develop facility in writing shorthand of average commercial difficulty at speeds up to 120 w.p.m., and in transcribing from notes at the typewriter.
Course Content: Development of skill in writing and reading shorthand notes, with emphasis on short forms and phrases; practice in transcribing notes at the typewriter in acceptable, mailable form.
Text: Practical Dictation and Transcription.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 60 hours Fee: $75.00
and purchase of text.
April 21 to June 30

Electives

Ontario Business Law I — OMDP 902A

For course description, see page 9.

Introduction to Data Processing — EDP 100X

For course description, see page 9.

Bookkeeping I — BOK 552X

This course provides students with a sound knowledge of bookkeeping concepts and procedures which form the basis of any accounting system. It allows students to enter the job market in the field of bookkeeping and it will prove to be a solid background for those students who want to continue with more advanced studies of accounting.
Major topics include: analyzing business transactions affecting assets, liability and owner's equity accounts, as well as, revenue and expense accounts; recording business transactions; the trial balance; posting, adjustments and closing entries; accounting for professional enterprises; financial statements, petty cash and payroll.
Text: Accounting I (latest edition) plus workbook.

Tues., 6 to 9 p.m. plus 2 — 4 hr. Sat. sessions within the dates below. St. James Campus
50 hours Fee: $62.50 and purchase of text.
April 28 to July 28

Marketing — MARK 100X

For course description, see page 10.

Forkner Shorthand — SH 104X

Prerequisite: Grade 12 English and 35 w.p.m. typing.
This course incorporates a variety of speed forcing techniques. Emphasis is placed on English and transcription skills.
Texts: Forkner Shorthand for Colleges and Forkner Skill Builder.

Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
70 hours Fee: $100.00 plus purchase of texts.
April 21 to July 30

Certificate Program in Records Management

Compulsory

Introduction to Records Management RMI — RM 900

Course Content: This basic course is designed to introduce the student to the broad range of subjects covered by Records Management. Lecturs, syndicate exercises and discussions will help to define problem areas, possible solutions and benefits that can be gained by better control of all records. Emphasis is on training the student for supervised word.
Text: Information & Records Management (last edition).

Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.20 Materials: $15.00 plus
purchase of text.
May 12 to June 25

Advanced Records Management RM II — RM 901

Prerequisite: RM 900
Course Content: An in-depth study of the subjects covered in RM 900 helps to develop previously acquired knowledge. Syndicate exercises and discussion of relevant topics will provide the practical background necessary for management positions in the profession.
Text: Information & Records Management (latest edition).

Tues. and Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $15.00 and
purchase of text.
May 12 to June 25

Certificate Program in Marketing

Compulsory

Marketing MARK 100X

For course description, see page 10.

Introduction to Advertising MARK 904

You may find that an ad gets your attention, but you are not quite sure why. The answer is found in understanding the components of advertising — headline, layout, illustration and copy.
This course will demonstrate how to use each of these components effectively. Additional topics in the course are: The use of consumer research in identifying those people who are most likely to buy, creative strategy (what message to use), selection of appropriate media, pros and cons of using T.V. versus radio versus print.
Text: Advertising Theory and Practice (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 7.
April 15 to July 22

Introduction to Retail Management MARK 905

This course is designed to provide basic retail tools and knowledge to the student. Participants will be encouraged to use their own business as a case study.
Although the course is designed primarily for "people in business", those who are inclined to become "self-employed" or aspire to a retail management position would be well advised to enroll. Experienced instructors who are professional retail managers are able to identify most common problems and deficiencies and can provide solutions and instructions in simple understandable terms. Course Content: Planning and budgeting; inventory control; merchandising; cost control; security; personnel, advertising and promotion.

Thurs., 6 to 9 p.m. St. James Campus
42 hours Fee: $77.00 Materials: $10.00
April 30 to July 30

Marketing Management I MARK 205X

Prerequisite: MARK 100X and MARK 202X
This course interrelates elements of the marketing mix that were studied separately in previous courses by comparing various strategies and their underlying causes, relating these to product and price. Text, cases, computer simulation, project.

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text
April 15 to July 22

Electives

Industrial Marketing MARK 903

The purpose of this course is to develop an understanding and a working knowledge of marketing in the industrial sphere.
The student upon completion of the course will be able to effectively apply the marketing concept to the marketing of industrial products.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $82.00 and purchase of text.
April 23 to July 23

Marketing Law LAW 900

Course Content: To acquaint students with the fundamentals of and selected statutory materials on Canadian marketing law.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $99.00
April 23 to July 23

Product Planning and Pricing Policy MARK 200X

Prerequisite: MARK 100X and MARK 202X
This course is designed to provide the student with an in-depth study of product pricing policies and strategies. Topics include: identification of pertinent factors regarding the product; how to communicate plans of action in oral and written form; and the development of a comprehensive marketing plan for the introduction of a new product.

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50
April 21 to June 25

Marketing Management II MARK 206X

Prerequisite: All courses required within the Certificate Program in Marketing.
This course is designed to improve the student's ability to: work in groups, improve communication skills, make decisions, and gain full factual knowledge with respect to "Buyer Behaviour".

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50
April 21 to June 25

Marketing Research and Information Systems MARK 202X

Prerequisite: MARK 100X or equivalent.
Designed for the user of information rather than for the technical research specialist. The course emphasizes the definition of decision-oriented information needs and the interpretation of information results. Sampling and measurement techniques, text, cases, and a project are covered.
Text: Marketing Research (latest edition).

Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
See equivalency for CCUI, page 7.
April 15 to July 22

Consumer Behaviour MARK 906

Marketing refers to the process of satisfying consumers' needs. This course examines consumers and their motivations relating to purchase decisions.
Course Content: The effects of social class on purchasing behaviour; consumers' acceptance of certain new products and rejection of others; the debate whether consumers are manipulated to buy products they do not really need; personality differences and their effects on purchasing behaviour; attitudes on purchasing behaviour; attitudes and beliefs — can they be changed by advertisements?
Text: Consumer Behavior (latest edition).

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $77.00 and purchase of text.
See equivalency for CCUI, page 7.
April 23 to July 23

Retail Advertising Copy Writing MARK 902

Prerequisite: Retail advertising copywriting and/or practical experience.
The advanced level of instruction combined with workshops will enhance the students' chances of obtaining full-time employment.
Course Content: Writing copy of regular price, sale, image and institutional advertisement; radio and television writing; direct mail, billboards and poster. Term project entails creating a complete advertising campaign using all media covered in this course.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $109.00 and purchase of text if required.
April 23 to June 25

Physical Distribution

Introduction to Physical Distribution PD 100X

This course is an introduction to the various components of physical distribution such as materials handling, purchasing, warehousing, transportation and inventory control that constitute a full physical distribution system, and the role physical distribution plays in today's modern businesses.
Text: The Management of Business Logistics (latest edition).

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
April 22 to July 29

Industrial Purchasing PD 204X

This course explores the role of purchasing in the modern business organization. Basic purchasing techniques re: supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning, basic policies, and organization.
Text: Purchasing and Materials Management

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
April 21 to July 21

Inventory Control PD 105X

This course is designed to deal with inventory goals and current control techniques such as usage forecasting (cost control), balanced inventories, proper lot-size choices, classification, records, physical control, and inventory budgeting.
Text: Production and Inventory Control, Principles and Techniques (latest edition).

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 and purchase of text.
April 22 to July 29

Insurance Courses Leading to A.I.I.C. Designation

These courses are offered in cooperation with the Insurance Institute of Canada.
An examination fee of $37 per A.I.I.C. subject is collected by the Institute. The examination fee for General Insurance Essentials is currently $30.

REGISTRATION DEADLINES
Courses: April 6, 1987
Examinations: May 15, 1987

INSTITUTE EXAMINATIONS:
July 6-10, 1987

A.I.I.C. students are required to purchase texts and pay examination fees at the Insurance Institute: 481 University Avenue, Toronto, Ont. 591-1572.
Hours: 8:15 a.m. to 4 p.m.

Principles and Practice of Insurance INS 911

This course introduces the insurance business; the organization and operation of insurance; law; basic documents — applications; binders and policies; from application to expiry; reinsurance; federal and provincial controls; production of business; adjusters; underwriters' associations or boards; history; how to read a policy.
NOTE: This course is a prerequisite for any other A.I.I.C. subject.

Mon., 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 13 to June 29
May 23 to June 27

Insurance on Property I INS 912

Prerequisite: INS 911.
Basic fire insurance policy, extended coverage endorsement; Insurance Act provisions — fire insurance; Fire Statutory Conditions; concepts relating to property insurance, coinsurance, mortgage clauses; dwelling fire insurance coverages; dwelling extended coverage endorsement; introduction to inland marine and multi-peril, general features of inland marine and multi-peril forms and underwriting of these forms; householders' named perils, personal effects floater, fine arts policy, miscellaneous coverages; composite dwelling policy, homeowners' policy, tenants' package policy; co-operatives and condominiums.

Wed., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Insurance Against Liability INS 913

Prerequisite: INS 911
The law of Negligence — Common Law — basic principles, the courts, employer and employee, independent contractors, dangerous things, animals, children and parents, damages, liability of owners and occupiers for dangerous land or premises, public authorities, conflict of laws, fatal accidents, defences. The Law of Negligence — Province of Quebec.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2

Automobile Insurance INS 914

Prerequisite: INS 911
Introduction and development, and applications in general, applications for Owner's form (S.P.F.1.); Owner's form — Section A — Third Party Liability; Owner's form — Section B Accident Benefits coverage; Owner's form — Section C — Own damage; General provisions, definitions and exclusions; Automobile insurance law and Statutory Conditions; endorsements which may be used with Owner's form; Non-owned Liability insurance; garage coverages; automobile insurance variations in the provinces; financial responsibility laws; highway victims indemnity funds; absolute liability, filing proof of financial responsibility; facility; compensation without fault; rating, claims.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 14 to June 30
May 23 to June 27

Insurance Accounts and Finance INS 916

This course is the mandatory last course in the A.I.I.C. program.
Government control of insurance companies; general principles of bookkeeping and insurance accounts, systems and methods interrelationship of accounting and statisical departments: books and records of original entry and subsidiary ledgers, general ledger, profit and loss account and balance sheet, premium reserves and loss reserves; collection and credit; agents accounts; reinsurance accounts; statistics; taxation of general insurance companies; investments.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Claims I INS 917

Prerequisites: INS 911, INS 912, INS 913, INS 914
An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims: automobile; first party: property; first party claims: commercial property: Third party claims; documentation: property claims; aids to implementing adjustment.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 13 to June 29
May 23 to June 27

Bodily Injury Claims INS 932

Prerequisite: INS 911, INS 917, INS 946
Course Content: Investigtion and Background, Anatomy, Bodily Injury, Bodily Injury Treatment, Interpretation of Medical Reports, Disability, Rehabilitation, the Evaluation, Negotiation and Settlement of Bodily Injury Claims.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2

Insurance on Property II INS 933

Prerequisite: INS 911, INS 912
Business fire coverages; extended coverage endorsements E.C.K.L.J. rating: fundamental principles and purposes of underwriting; practice of underwriting; the mechanics of underwriting; insurance plans; plan drawing; mercantile coverages and commercial coverages designed for specific purposes; bailees; coverages; real property insurance; basic fire policy; survey practice.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 13 to June 29

Insurance on the Person INS 934

Prerequisite: INS 911
History, types of policies, premiums, multi-party policies, computation of premiums — mortality, interest, expenses; office reserves — policy values, annual statements; savings and protection — uses of policies, effect of taxation; the Insurance Act; underwriting life insurance; business life insurance, pension plans, group insurance, equity investments, agency systems. Accident and Sickness — history, the Insurance Act, Statutory Conditions; coverages, underwriting, group insurance.

Wed., 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 15 to July 1
May 23 to June 27

Insurance Against Crime INS 935

Prerequisite: INS 911
Definitions, policy conditions; Robbery insurance — interior messenger and paymaster robbery (hold up) policy; Burglary insurance — safe burglary policy, mercantile stock burglary, damage to buildings by burglary or robbery. Theft insurance — church theft, residence theft; broad form coverage — money and securities policy (broad form); safe deposit box policies — standard safe deposit box policy (lessee's burglary and robbery cover), lessee's cover (broad form), lessor's cover (blanket insurance), lessor's cover (liability insurance); fidelity, forgery; package policies — comprehensive dishonesty, disappearance and destruction policy, office — store burglary and robbery, broad form storekeepers, brokers blanket bonds; physical protection; underwriting; rating; claims.

Tues., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 14 to June 30

Building Construction/ Fire Protection and Basic Hazards INS 936

Prerequisite: INS 911
A comprehensive study of fire hazards in general and building construction, in particular. Within these terms of reference this course covers the various types of building materials, and treats in descriptive and graphic forms, many types of structure — with special emphasis on fire resistance.
The course draws attention to the study of fire hazards such as those attending heating, lighting, and housekeeping, and to the relationship of these hazards to ignition, combustion — as well as to volatility and flammability.

Wed. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 15 to July 1

Industrial and Process Hazards INS 937

Prerequisite: INS 911, INS 936
Principles and practice of fire equipment; hand operated fire extinguishing equipment; automatic sprinkler protection and other special fire extinguishing equipment; private fire alarm services and equipment; public fire protection.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2
May 23 to June 27

Casualty Loss Prevention INS 938

Prerequisites: INS 911, INS 913, INS 935
Course Content: Owner's landlords' and tenants' liability: Introduction, inspections, exit requirements, swimming pools, schools, day nurseries and schools, day nurseries and school camps elevator liability. Manufacurers' and contractors' liability. Crime: Introduction, fidelity bonds,'crime inspections, physical protection. Burglar alarm systems: Introduction, burglar alarm equipment and wiring methods, choice of alarm system. Safe and vaults: robbery.

Tues. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 14 to June 30

Business Interruption INS 940

Prerequisite: INS 911, INS 912
Purpose, terminology, insured perils, policy periods — indemnity period, American vs. British approach, insurable interest.
Earnings insurance no co-insurance, gross earnings, insurance, profits insurance, other forms, some practical points, loss adjustment.

Mon., 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 13 to June 29

Casualty Covers INS 943

Prerequisite: INS 911
Glass Insurance - Surety Bonds; Boiler and machinery insurance — history, main classes of objects for insurance, the policy, schedules and endorsements, rating, indirect insurance; Aviation insurance — aviation aircraft liability insurance, underwriting and rating, endorsements, additional coverages, aviation general liabilities, premises and operations liability, hangarkeeper's liability, products and completed operations liability, employer's liability and workmen's compensation, aviation accident insurance, air cargo liability insurance; miscellaneous coverages — water damage insurance, weather insurance, crop hail insurance, livestock mortality insurance, commercial credit insurance.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2
May 23 to June 27

Claims II INS 946

Prerequisites: INS 911, INS 933
Principles governing settlement; preserving the evidence; general liability claims professional and products liability claims; fidelity bond claims; surety bond claims; claims evaluation, settlement negotiation, and claim termination; civil procedure.

Thurs. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2
May 23 to June 27

Personal Lines Production INS 971

Prerequisite: INS 911
The insurance business — an overview; definitions and explanations; organization of the insurance business. Sales — an introduction; selling individual selling skills. Legal background; jurisdiction — federal and provincial; tort; agency; contract law. Home insurance; automobile insurance; life insurance.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2

Commercial Lines Production I INS 972

Prerequisite: INS 911, INS 971
A comprehensive program of Risk Management Analysis, stressing the four categories of insurance; Property, casualty, business interruption, and life insurance. This course deals with the ever changing insurance environment helping to identify the insured and insurer's needs. The program uses case management techniques as well as reviews the various policy wordings. This course is highly recommended for insurance brokers and underwriters.

Mon. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 13 to June 29
May 23 to June 27

General Insurance Essentials — Part I INS 981

This couse is offered in two sections. The first one deals with structures of the industry, office procedures and automobile insurance. It is designed for persons working in clerical or similar positions and is offered in co-operation with the Insurance Institute of Canada
NOTE: No course other than INS 950B may be taken concurrently with this course.

Thurs. 5:30 to 8:30 p.m. St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 23 to July 2

General Insurance Essentials — Part II INS 982

Prerequisite: INS 981
Continuation of INS 981 covering personal lines, claims, principles, law and government controls. Credit will be granted for INS 911 and one other optional subject in the A.I.I.C. offerings.
NOTE: No course other than INS 981 may be taken concurrently with this course.

Tues. 5:30 to 8:30 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
36 hours Fee: $81.00 Materials: $10.00
and purchase of text.
April 14 to June 30
May 23 to June 27

Basic Broker Registration (General Lines Insurance) INS 944

Intended for those preparing for broker registration in RIBO (acting under supervision). Also useful for non-producer broker staff, insurance buyers, adjusters, insurance company personnel. Instructors are drawn from among leading brokers.
This evening courseis equivalent to the 10-day broker registration course offered by IBAO at the School of Insurance in Toronto.
Course Content: Emphasis on the skills required of new brokers by RIBO: Principles and practices, RIBO Act information and regulations, commercial property, personal lines, liability, automobile, crime, bonds, brokerage office operations and routines.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
72 hours Fee: $144.00 Materials: $185.00
(Mandatory with registration).
RIBO Examination Fee: $35.00
April 13 to July 6
Materials fees are not refundable after the course start date.

Seminars

Registrations can not be made on the day of the session.

Importing BUS 919

A one-time opportunity to get all the answers regarding importing. Some topics covered are: starting an importing business; marketing for imports in Canada; sourcing an import; rules and regulations; purchasing and financing; pricing and mark-ups; distribution levels.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $68.00 Materials: $10.00
May 9 or July 11

Franchising BUS 804

This seminar provides a clear understanding of the nature of a franchise system and a thorough appreciation of the relationship between the franchisor and the franchisee. It will be of particular interest to participants who may be contemplating the purchase of a franchise operation; it will also appeal to the entrepreneur who is considering expansion of an existing business through franchising.
Topics: definitions & criteria; advantages & disadvantages to franchisor & franchisee; areas & methods of investigation; profitability and financing; the franchise agreement & other legal dimensions.

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $68.00
May 9 or June 20

Effective Supervision — Human Relations BUS 811

This seminar will assist you in understanding the basic needs of people in the work situation. Attention will be focused on selection, training, motivation, morale, compensation and communications.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
April 25

How To Start a Small Business BUS 812

This seminar is intended to help people interested in starting their own business. You are provided with a general orientation that points out the main considerations for success.

Sat. 9 a.m. to 5 p.m. St. James Campus
7 hours Fee: $62.00
April 25

Time Management BUS 821

Are you reacting to crises rather than planning most of your business and home activities? Learn how to better manage the time you have. Learn how to work *smarter*, not *harder.*

Sat. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
May 23

Effective Negotiating Skills BUS 822

Whether you are buying or selling, deal with customers, your boss or subordinates, much of your business transactions involve negotiations. This seminar will include: the negotiation process; negotiation styles; tactics; effective strategies and styles.

St. 9 a.m. to 4 p.m. St. James Campus
6 hours Fee: $95.00
May 9

Computer Studies

Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and WATCOM BASIC Made Easy

Mon. & Wed., or Tues. & Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 and purchase of text.
April 20 or 21 to June 29 or 25

Cobol I EDP 101X

Prerequisite: EDP 100X or equivalent. Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL for the '80s

Tues. & Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $10.00
and purchase of text.
April 21 to June 25

Cobol II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL for the '80s

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $10.00
and purchase of text.
April 21 to June 25

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $98.00 Materials: $8.00
plus purchase of text.
See equivalency for CCUI, TCI, pages 7, 10.
April 25 to July 11

Introduction to dBASE III PRGM 997

Prerequisite: Familiarity with Microcomputers. dBASE III is the latest version of dBASE. It is one of the most popular database management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $109.00 Materials: $5.00
April 24 to June 5 or June 12 to July 17

Fri. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 24 to June 5 or June 12 to July 17

Sat. 1-4 p.m. Harbourfront Microcomputer Centre
(Register at St. James Campus)
April 25 to June 6 or June 13 to July 18

Advanced dBASE III PRGM 998

Prerequisite: Introduction to dBASE III
This course is designed for those who want to use dBASE III beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the workplace.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $110.00 Materials: $5.00
April 22 to May 27 or
June 3 to July 15

Introduction to Lotus 1-2-3 BUS 813

Prerequisite: Basic knowledge of microcomputers. Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear, concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

For more information **about this course, please call 967-1212, ext. 3289/3291.**

Tues. or Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $20.00
April 21 or 23 to May 26 or 28 June 2 or 4 to July 7 or 9

Mon. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 20 to May 25 or June 1 to July 6 or
July 13 to Aug. 24

Thurs. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 23 to May 28 or June 4 to July 9 or
July 16 to Aug. 20

WORKING SKILLS FOR WOMEN

The YWCA of Metropolitan Toronto, in cooperation with George Brown College and Canada Employment, is offering a free, non-credit program for working women to update their skills in computer awareness, mathematics and career planning. This program is designed for women who face technological change in their workplace.

Evening Program:
6:30 - 9:30 p.m.
Mondays &
Wednesdays or
Tuesdays & Thursdays

Course Starts:
January, April, June
& September

Entry Requirements:
Grade 12 or
equivalent

For more information call
the YWCA at: 961-8100

Advanced Lotus 1-2-3 BUS 815

Prerequisite: BUS 813 or practical business experience with Lotus 1-2-3.
This course is designed for those who already have some knowledge of 1-2-3 and wish to move on to more advanced topics, especially the use of macros. The course shows the student how to design the worksheet and create macros for a wide variety of business applications. It also introduces the student to data sharing between 1-2-3, dBASE II and Wordstar. Those presently working at the elementary level with 1-2-3 will soon realize how much potential 1-2-3 has.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $125.00 Material Fee: $15.00
April 6 to 27
May 11 to June 8

Computer Literacy (An Introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
18 hours Fee: $68.00 Materials: $5.00
and purchase of text.
April 21 or 25 to May 26 or June 6
June 9 or 13 to July 14 or 18

Tues. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 21 to May 26 or June 9 to July 14 or
July 21 to Aug. 25

Typing

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.
Text: Typing Power Drills

Mon. and Wed. OR Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00
and purchase of text.
April 20 or 21 to June 29 or 25

Typewriting (Beginning) TYP 901

Prerequisite: Basic knowledge of English.
The purpose is to: (a) achieve a mastery of the keyboard using the touch system, plus an introduction to basic typewriting set-ups; (b) achieve 25 w.p.m. on five-minute tests.
Course Content: All the keys are taught with special emphasis on the touch system (posture, good stroking, rhythm and correct fingering are an integral part). The names, care, and proper manipulation of the parts of the machine are introduced as required. Also the rules of syllabication and capitalization, tabulation and letters are covered.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) and Typing Power Drills.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00
and purchase of texts.
April 20 or 21 to June 29 or 25

Typewriting II (Intermediate) TYP 903

Prerequisite: 25 w.p.m. typing or TYP 901.
Course Content: Basic production skills, for example centring and tabulation. Emphasis will be placed on speed development and remedial work. Speed objective is 35 w.p.m.
Text: Keyboarding for Canadian Colleges Career Course (latest edition) and Typing Power Drills.

Mon. and Wed. 6 to 9 p.m. St. James Campus
60 hours Fee: $75.00 Materials: $5.00
and purchase of texts.
April 20 to June 29

Typewriting III (Advanced) TYP 905

For course description, see page 11.

Typing tests are held at the St. James Campus, Room 302, Tuesday, Wednesday or Thursday at 8:45 a.m.

Word Processing

Word Processing Concepts WORD 113X

Course Content: This course introduces the student to purpose and place of word processing and examines equipment and types of word processing systems.
Text: Word Processing and Information Systems

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
and purchase of text.
April 23 to June 25

Word Processing I WORD 201X

Prerequisite: Grade 12 English and 45 wpm in typing (test required)
Course Content: This course is designed for the student who has already substantial office experience and who wishes to acquire the skills to operate word processing equipment effectively. Intensive hands-on-training will be provided on "The Wang system".

Mon. and Wed. 6 to 9 p.m. or Sat. 9 a.m. to 4 p.m.
St. James Campus
30 hours Fee: $144.00 Materials: $15.00
April 20 or 25 to May 25 or 30
June 1 or 6 to July 6 or 4

Intermediate Word Processing WORD 800

Prerequisite: WORD 201X or proof from employer of practical experience required when registering. Continued training on the Wang System. Introduction to glossary. Students will be able to create, manipulate and print documents using the following functions: Merge, Dual Column and Repagination.

Tues. and Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $144.00 Materials: $15.00
April 21 to May 21
June 2 to July 2

Advanced Word Processing WORD 801

Prerequisite: Intermediate Word Processing. This course continues training on the Wang System. Topics include: advanced glossary functions including Decision Processing; Mathematics Support Package; Document Merge; Alternating Headers and Footers; and Column Edit. Demonstrations include: Format modification, index generator and superglobal replace.

Fri. 6 to 9 p.m. St. James Campus
30 hours Fee: $144.00 Materials: $15.00
April 24 to July 3

Legal Office Procedures

Real Estate Procedures for the Legal Secretary BUS 816

Prerequisite: Experience as a secretary.
This course familiarizes the student with a step-by-step procedure in simple real estate transactions (i.e. purchase, sale, institutional mortgage), with emphasis on establishing a "next step" approach to a transaction without prompting. Students acquire a basic understanding of the nature of the transaction and of roles as assistants to the solicitor. Students are required to start and maintain a precedent binder and checklist for procedures in transactions. Students are encouraged to use their firm's forms for precedents.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $100.00 Materials: $10.00
April 22 to June 24

The Legal Secretary — Corporate BUS 920

Prerequisite: Experience in a legal office or legal secretary course.
This course is designed to enable the legal secretary to understand corporate practice in Ontario and thereby allow him/her to handle the administration related to incorporating an Ontario company and thereafter organizing the company. Topics include: documents required to incorporate, drafting Articles of Incorporation, what are the initial banking documents. Agreement between shareholders, how to remove Directors, how to conduct registration of out-of-province companies.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $42.00 Material Fee: $20.00
April 6 to 27

Legal Secretary — Estates BUS 921

Prerequisite: Experience as a secretary in a legal firm or legal secretary general course.
This course is designed to ensure that the legal secretary has a clear understanding of Estate administration which will allow the secretary to act autonomously and accurately with regard to the probate or administration of a straight-forward undisputed estate of a deceased person. Topics include: Terminology used in estate practice, role of the secretary in completing estates, completion and filing of documents, what is an "Administration Bond", liquidating or transferring of estate assets, winding up an estate.

Wed 6 to 9 p.m. St. James Campus
12 hours Fee: $42.00 Materials: $20.00
April 8 to 29

Medical Office Procedures

Medical Office Practice BUS 176X

Prerequisites: Grade 12 English and 35 w.p.m. typing. Proof required upon registration. To arrange for a typing test, please call 967-1212, ext. 3331 or 3332.
Course Content: Introduction to daily routine work in a doctor's office, including correspondence and appointments. Development of office practice skills with emphasis on patient files, medical forms, OHIP, WCB forms and assignments related to the medical office environment simulation to the highest degree possible.
Text: Office Practice for Canadian Medical Secretaries.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00
and purchase of text.
April 21 to June 25

ONTARIO MANAGEMENT DEVELOPMENT PROGRAM

designed for
Owners
Managers
Supervisors
Entrepreneurs

REGISTRATION DEADLINE: April 6, 1987
Ontario Management Development Program (OMDP) courses:

- help you meet your career goals by providing you with management training you need to run your business successfully.
- assist you in starting your own small business.
- offer provincial OMDP Certificates, issued by the Ministry of Skills Development to recognize your achievement on completion of basic programs.

Co-ordinated by the Ministry of Skills Development in co-operation with Ontario's community colleges, OMDP courses are designed by business and industry professionals, including the Federal Business Development Bank.
Course leaders are practical, well-qualified business persons, educators or consultants who are familiar with the day-to-day problems faced as managers, supervisors and owners.
Register in one or more courses in the same term and select the courses in the sequence outlined below.
For more information, please call 967-1212, ext. 3289, 3290, 3291.
No refund for course kits. Course kits for OMDP courses must be purchased at or before your first class, from the College bookstore. Approximate cost is $20 to $25. For the following courses, OMDP 900; OMDP 955; OMDP 956; OMDP 957; course kits are included in the materials fee and will be distributed in class. **This portion of the materials fee is non-refundable.**
Certificate Category:
Business Management Studies
Satisfactory completion of six courses, four of which are mandatory from two of the groups "A" to "E". The remaining two courses may be drawn from groups "A" to "F", or from non-OMDP, College-approved related courses.

Group A:	Business Management/General
72-07	OMDP922 Management for Results
82-09	OMDP930 Management by Objectives and Results
80-08	OMDP931 Successful Small Business Management

Group B:	Financial Control
79-09	OMDP926 Internal Control for Small Business
79-051 to 79-060	OMDP902A Ontario Business Law I
79-061 to 79-070	OMDP 902B Ontario Business Law II
82-01	OMDP925 Fundamentals of Financial Management
68-01	OMDP916 Credit & Collections
76-02	OMDP909 Management Approach to Credit & Collections

Group C:	Marketing
80-03	OMDP923 The ABCs of Selling
81-03	OMDP948 How to Operate a Successful Retail Store
72-08	OMDP933 Managing the Marketing Function
76-12	OMDP934 Planning Profitable Advertising
79-11	OMDP935 Marketing Your Product
77-11	OMDP936 Marketing for Small Business
80-04	OMDP937 Understanding your Customer

Group D:	Production
72-06	OMDP938 Job Enrichment for Administration
75-04	OMDP940 Effective Supervision – Production
75-03	OMDP908 Effective Supervision – Administration

Group E:	Personnel Management and Labour Relations
75-01	OMDP907 Effective Supervision – Human Relations
82-03	OMDP912 Management Skills in Personnel Selection
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations
75-02	OMDP942 Effective Supervision – Communications

Group F:	Electives
77-10	OMDP914 How to Start a Small Business
82-06	OMDP944 The Basics of Small Computer Systems
82-001 to 82-072	OMDP900 Management Functions for Supervisors
84-14	OMDP 953 Bookkeeping

Supervisory Studies
Satisfactory completion of six courses, two of which are from group A one from group B, and one from group C. The remaining two may be OMDP or non-OMDP courses provided they offer training or education in the supervisory function.

Group A:	Human Resources
75-01	OMDP907 Effective Supervision-Human Relations
75-02	OMDP942 Effective Supervision-Communications
82-001 to 82-072	OMDP900 Management Functions For Supervisors
84-14	OMDP953 Bookkeeping
84-12	OMDP954 Effective Communication in Today's Business World
82-001 to 82-043	OMDP957 The Supervisor-Managing Resources
82-018 to 82-061	OMDP955 The Supervisor-Training & Developing Staff
82-031 to 82-056	OMDP956 Leadership

Group B:	Work-Related
75-04	OMDP940 Effective Supervision-Production
75-03	OMDP908 Effective Supervision-Administration

Group C:	Electives
72-07	OMDP922 Management For Results
82-09	OMDP930 Management By Objectives & Results
72-06	OMDP938 Job Enrichment For Administration
81-04	OMDP906 People Management: Tools & Techniques
76-01	OMDP941 Effective Labour Relations

Certificate in Business Management Studies

Management Functions For Supervisors OMDP 900

The following modules will be offered in sequence as outlined below every Thursday night for ten weeks. A student taking all modules will be credited with one full course toward the Ministry of Education Certificate.
Course Content: The role of the supervisor; Management process; an introduction; Time Management; Introduction to budgeting; Decision making techniques; Allocating human resources; Meeting management; Interviewing: An Introduction; Performance appraisals; Women as supervisors and supervising women.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $25.00
April 23 to June 25
Materials fees are non-refundable after the course start date.

Ontario Business Law I OMDP 902A

This course will help students to develop an understanding of the legal aspects faced by Ontario businesses. It will enable the student to better communicate with lawyers and to apply their advice. Case studies are the prevalent method of instruction.
This course carries a full credit towards the OMDP Certificate in Business Management Studies.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
See equivalency for CCUI and TCI, pages 7, 10.
April 15 to June 17

People Management: Tools and Techniques OMDP 906

Course Content: The purpose of this course is to provide the participants with usable mental tools which will allow them to structure their approach to people within their own organization in a more effective way. Topics covered include: overview, organization planning, motivation, selection of personnel, induction and training, performance and appraisal, compensation, industrial relations, communication and constructing an effective environment.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
April 23 to June 25

Effective Supervision — Human Relations OMDP 907

Course Content: To develop an understanding of the basic needs of people in the work situation. This course will focus attention on the various aspects of the management of people (selection, training, motivation, morale, compensation, union relations, communications). It will establish a framework for the remaining sessions of the course. Topics covered include understanding people, selection and induction, training and instructing employees, how to train your employees, pointers for supervisors involved in training, developing and maintaining morale, elements of salary administration, effective communictions, appraising employee performance, job satisfaction, leadership, planning and organizing for results, resistance to change.

Thurs. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
April 23 or 25 to June 25 or June 6

Effective Supervision in Administration OMDP 908

Course Content: To understand the techniques of flow charting and layout analysis as aids towards improving administration. To appreciate the need for selecting meaningful standards when developing objectives and plans against which performance can be measured and evaluated. To emphasize the role of the administrative supervisor in taking corrective action, making decisions and carrying them out. To encourage the administrative supervisor in self-development in the art and techniques of supervision.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
April 15 to June 17

Management Approach to Credit and Collections OMDP 909

Course Content: To develop a managerial concern for the planning, organizing, co-ordinating and controlling of the credit and collection function. To develop an understanding of the credit and collection operation that is consistent with prudent financial management and the maximization of operating profits.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Materials: $5.00
plus purchase of course kit.
April 23 to June 25

Management Skills in Personnel Selection OMDP 912

Course Content: To establish criteria or bench marks against which employers decide to hire. Based on the above, to determine what areas in the selection process are of particular importance. To emphasize the importance of proper selection of employees. To provide an understanding of personnel recruitment and selection techniques. To highlight the importance of planning manpower needs, both with respect to numbers of people and specific job requirements and duties. Topics cover include: Film — "The Employee Turnover Syndrome", selection procedures, application form, position announcement, screening methods, the interview.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

How To Start A Small Business OMDP 914

Course Content: Starting a small business — choosing a legal form, the business plan. Establishing a business — existing business vs. a new business location and physical requirements. Financial requirements — start-up costs, sources of financing. The marketing process — target markets, sales forecast. Marketing strategy — marketing mix, marketing plan. Management and staffing. Purchasing and inventory control — setting up the system. Financing statements — are they worth the effort? Financial Controls — making figures work for you. Government regulations — municipal, provincial and federal requirements, course review and operations.

Mon. or Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 or 23 to June 22 or 25

Credit and Collections OMDP 916

Course Content: To provide a basic knowledge of the principles of consumer and mercantile credit. To examine the techniques of profitable credit investigation and approval. Topics covered include: Introduction — the study of credit, introductory remarks, the general concepts of credit, terms of sale, guiding principles of credit analysis, how to read a financial statement, services of credit associations and other major financial institutions, mercantile collections, consumer collections, credit and collection correspondence.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of text.
April 13 to June 22

Management For Results OMDP 922

The objective of this course is to improve managerial skills, to link together both fundamental and advanced concepts of the management process of delegation and job enrichment, and an integrated policy of management by objectives.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

The ABCs of Selling OMDP 923

The course will provide students with an understanding of what "professionalism" is in selling, and what is meant by "customer's needs". It will help participants to recognize the importance of knowing their competition, and to offer some guidelines for researching product information. Students will come to understand the importance of closing a sale effectively by knowing when and how. They will appreciate the importance of presenting a product well; and what are some of the techniques of a successful demonstration.

Tues. 6 to 9 p.m. or Sat. 9 a.m. to 3 p.m.
St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 14 or 25 to June 16 or June 6

Fundamentals of Financial Management OMDP 925

This course will enable students to understand what an Income Statement presents. It will also teach students how to prepare "break-even" information using at least one of three methods — "Preparation", "Application" or "Limitations". It will acquaint students with "cash budgeting" as a management tool, the preparation of cash budgets, and ways by which management uses cash budgets.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

Internal Control for Small Business OMDP 926

The course will enable students to understand the flow of cash in a business, the need to control it through a cash control system; to understand bank accounting role in business. It will allow the participants to develop an appreciation for salary/wage control system.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 23 to June 25

Management by Objectives and Results OMDP 930

Course Content: This course introduces the basic principles of management by objectives and results using an activity-oriented, learning-by-doing approach. Emphasis is on helping participants successfully apply Management by Objectives in their business.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

Successful Small Business Management (Introductory Level) OMDP 931

This course provides you, the student, with the opportunity to improve your managerial skills. Topics include: decision-making, problem-solving, developing a good staff, getting the message across, control and managing for healthy growth.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 23 to June 25

Managing the Marketing Function OMDP 933

This course introduces and explains the marketing function. Topics include: the marketing environment, consumer behaviour, marketing and forecasting, and the importance of the customer.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

Planning Profitable Advertising OMDP 934

This course is designed to familiarize the non-professional advertiser with the advertising process in lieu of agency services. Emphasis is on true-to-life promotions and ideas that help participants learn from successful advertisers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

Marketing Your Product OMDP 935

This course explains consumer behaviour. The student learns to appreciate the importance of a clear marketing strategy and its impact on a business' profitability. Topics include: product management, developing brand images, choosing and developing your product, the importance of distribution.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 16

Marketing For Small Business OMDP 936

This course is designed for people with little or no formal marketing background. The basic tools of marketing are outlined and focuses their application on the small or medium-size business. This course assists anyone interested in understanding the basic elements of marketing and how they produce results.

Thurs. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 23 to June 25

Understanding Your Customer OMDP 937

This course assists you to understand the customer. Learn how they decide what, where and when to buy. This knowledge will equip you to make whatever changes or adjustments your business may need to satisfy your customers.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

Job Enrichment for Administration OMDP 938

This course is designed for sales and marketing directors, office managers, supervisors, and key managers in any administrative area. It will improve the supervisor's ability to give real attention to the achievement of the individual employee, while effectively integrating the accomplishments of all employees to further the success of the organization.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 16

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Effective Supervision — Production OMDP 940

This course is designed for supervisors, aspiring supervisors, and foremen in any type of production or manufacturing-oriented industry, regardless of size. Topics include: the role of the supervisor; principles of effective supervision; employee motivation; planning; measuring results; developing and getting a day's work done; setting objectives and goals; measuring results and efficiency.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 13 to June 22

Effective Labour Relations OMDP 941

This course is designed to help supervisors deal effectively with aspects of labour relations, where collective agreements are established or where certification is possible. Topics include: union security, management rights, negotiations, collective agreements, employee-employer relations, establishing bargaining rights.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 14 to June 16

Effective Supervision — Communications OMDP 942

This course assists supervisors/management personnel to develop effective communication techniques, both verbal and written. Topics include: learning to listen, barriers to communication, common problems, the meaning and definition of communication.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

The Basics of Small Computer Systems OMDP 944

This course is for the person who needs to know what is happening in the computer world today. Students are provided with the basic knowledge required to understand how computers work; analyze needs for computerization; select and shop for the selected system; provides sound advice on how to avoid a computer victim; and how to up-grade your present system. Hands-on experience provided.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 25 to June 6

How To Operate A Successful Retail Store OMDP 948

This course is designed for one purpose: to help you become a better retailer and help turn your plans into reality . . . and profits. Topics include: managing price changes, pricing and profit, controlling your inventory, designing your store to sell.

Wed. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 15 to June 17

Bookkeeping OMDP 953

This introductory course provides a basic knowledge of bookkeeping. It is designed for anyone who wants to understand how bookkeeping works and how accounting can help to manage a small business effectively. (This is not equivalent to BOK 552X.)

Sat. 9:00 a.m. to noon St. James Campus
30 hours Fee: $37.50 Materials: $5.00 plus purchase of course kit.
April 25 to July 4

Effective Communication in Today's Business World OMDP 954

This course is designed to increase interpersonal competence of administrators, managers, and supervisors by means of improved communication.
Topics will include: negotiating and dealing with the individual, speaking out, communication for results, leadership training, using task groups to problem-solve, handling conflict, creativity and brainstorming.

Sat. 9 a.m. to 3 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $5.00 plus purchase of course kit.
April 25 to June 6

The Supervisor — Training and Developing Staff OMDP 955

This course teaches the supervisor how to train and effectively develop his/her staff. Topics include: performance appraisals; setting standards and performance evaluations; understanding people at work; counselling employees; how to run a better meeting; decision making techniques and training in job skills.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
April 13 to June 22
The materials fee is non-refundable after the course start date.

Leadership OMDP 956

This course is designed to further develop the supervisor's role as a leader. Topics include: job enrichment, leadership styles, leadership characteristics, styles of handling conflict, developing and maintaining morale, motivation through achievement, and developing communication skills.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
April 13 to June 22
The materials fee is non-refundable after the course start date.

The Supervisor — Managing Resources OMDP 957

In this course, the supervisor learns how to manage and utilize his/her resources. Topics include: improving productivity; managing the workload; setting goals; planning, organizing and leading; co-ordinating and controlling; managing physical resources; training and instructing employees; and the role of the supervisor.

Tues. 6 to 9 p.m. St. James Campus
30 hours Fee: $37.50 Material Fee: $25.00
April 14 to June 16
The materials fee is non-refundable after the course start date.

Academic Upgrading

These courses are designed for those who wish to upgrade their academic standing for self-development and career improvement and for entry into apprenticeship, vocational training and diploma programs offered at Colleges of Applied Arts and Technology.
Students enrolling in English and mathematics will be given a functional level test on the first night of classes.
This test will ensure that students are placed in a level of upgrading appropriate to their skills.

***For more information,* about Upgrading courses, please call (416) 967-1212, ext. 2462.**

English

Pre-Upgrading ENG 930

This course is a preparatory class for those students who do not meet the requirements of ENG 906. Emphasis will be on reading and writing skills. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

English Upgrading 8 ENG 906

Prerequisite: Grade 7 English or equivalent.
Course Content: A basic course emphasizing grammar, usage, spelling, vocabulary, reading, and compositional skills. For students who have been out of school a number of years, this course is an excellent means of refreshing basic language skills and preparing for more advanced courses in English upgrading. Instruction will be individualized although group instruction will be offered as well.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

English Upgrading 9 ENG 907

Prerequisite: ENG 906 or equivalent.
Course Content: Grammar and usage in considerable detail with application to writing assignments at each session. Punctuation. Spelling. Vocabulary development. Reading. Group teaching techniques will be used as well as individualized instruction.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

English Upgrading 10 ENG 908

Prerequisite: ENG 907 or equivalent.
Course Content: Brief review of grammar and punctuation as required. Emphasis will be on developing proficiency in vocabulary, reading and writing skills. Writing skills portion of course will involve descriptive, expository and narrative writing, short reports, and introductory business letters.

Tues. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 12 to September 1

English Upgrading 11 ENG 909

Prerequisite: Grade 10 English or ENG 908.
Course Content: Basic communications designed to improve reading rate and comprehension, vocabulary range, principles of discussion and debates; the English language in terms of origin, factors that cause a language to change and standards of usage; essays emphasizing creativity will also be required. Detailed analysis of the short story, poetry and short plays from twentieth century literature.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 27 to July 27

English Upgrading 12 ENG 910

Prerequisite: Grade 11 English or ENG 909.
Course Content: Techniques used by various writers as guidelines for the students in assessing their own work; listening and oral skills with emphasis on debates, presentations, and simulated meetings; detailed analysis of representative twentieth century writers with emphasis on drama and novels.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 27 to July 27

Mathematics and Science

Mathematics Upgrading 8 MATH 906

Prerequisite: Grade 7 mathematics or equivalent.
A placement test will be administered to determine exact starting point.
Introduction to basic mathematics. Course content includes work with whole numbers, fractions, decimals, per cent, ratio and proportion. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 907 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

Mathematics Upgrading 9 MATH 907

Prerequisite: Grade 8 mathematics or equivalent.
A placement test will be administered to determine exact starting place.
Review, enrichment and consolidation of basic mathematics and introduction to basic algebra. Course content includes work with linear equations, formulae, inequalities and solution of word problems using algebraic equations. Individualized instruction with some group teaching.

NOTE: This class may be combined with Math 906 and Math 908.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

Mathematics Upgrading 10 — MATH 908

Prerequisite: Math 907 or equivalent. A placement test will be administered to determine exact starting point.
Course Content: Brief review of Math 907. Introduction to products and factoring, solving equations in two variables, graphing. Equations involving algebraic fractions. Some work with quadratic equations.

NOTE: This class may be combined with Math 906 and Math 907.

Thurs. 7 to 10 p.m. Casa Loma Campus
50 hours Fee: $40.00
May 14 to September 3

Mathematics Upgrading 11 — MATH 909

Prerequisite: Grade 10 mathematics or Math 908. Brief review of basic arithmetical skills and grade 10 algebra; emphasis on solving different types of equations; problem solving; graphing linear and quadratic functions; solving right triangles; applications; calculator skills.

NOTE: This class may be combined with Math 910.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 28 to July 21

Mathematics Upgrading 12 — MATH 910

Prerequisite: Grade 11 mathematics or Math 909. Continuation and expansion of Math 909. Solving additional types of equations and inequalities (linear, quadratic, radical, exponential and logarithmic); solving linear and non-linear systems of equations; relations, functions and their graphs; sequences and series; solving oblique triangles and basic trigonometry; problem solving; applications; advanced calculator skills.

NOTE: This class may be combined with Math 909.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 28 to July 21

Biology — BIO 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Human anatomy and physiology at the grade 11 or 12 level; structure and function of the various body systems with laboratory work.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
75 hours Fee: $40.00
April 27 to July 27

Chemistry — CHEM 900

Prerequisite: Grade 10 Science or SCI 908.
Course Content: Grade 11 or 12 level; introductory college chemistry with laboratory work.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 75 hours Fee: $40.00
April 28 to July 21

Driver Training

Professional Driver Improvement Course — TRAN 905

Course Content: This course is a series of 8 films and lectures designed to inform commercial straight truck and tractor trailer drivers on driving strategies and techniques designed to assist in preventing collisions. The course is designed by professionals in the field of transportation, education and safety.

100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous
Call 967-1212, ext. 3206.

Dual Air Brake System — TRAN 906

Course Content: This course is divided into eight one-hour sessions and is designed to give a working knowledge to a transport driver of a dual air brake system. This course is an informative forerunner to a mandatory air brake endorsement. The individual sessions cover the following topics:
Braking systems
—Introduction — Part I — Single Air
—Air Brake System — Part II — Dual Air
—Air Brake System — Part III — Troubleshooting

100 Cherry St.
8 hours Fee: $40.00
Dates: Continuous
Call 967-1212, ext. 3206

Driver Instructor Education Course

This course is conducted in conjunction with the regulations as established by the Ministry of Transportation & Communications which govern the licensing of Driver Instructors.
Prerequisite: Applicants must first receive authorization from a Ministry of Transportation & Communication Driver Examination Centre.

130 hours (90 classroom hours, 40 in-car hours)
Fee $735.00
Evening Course/Day Course

***For more information,* please call 362-2471.**

Tractor Trailer Training — TRAN 900

Prerequisite: Ontario "D" Licence, heavy straight truck experience — pre-road test.
This course covers the following topics: vehicle inspection; air brakes; coupling and uncoupling the tractor trailer combination; backing manoeuvres; and driving in light and heavy traffic. This course is designed to train the student to operate a tractor trailer unit under varying load conditions with multi range transmissions. Hands-on experience with various tractor trailer units is included.

Sat. 8 a.m. to 6 p.m. 100 Cherry Street
60 hours Fee: $1200.00

Communications

Communications I — COMM 901, Communications II COMM 902, ELS 903, as well as Psychology 907, 908 Sociology 101X and 204X are equivalent to post-secondary courses offered at George Brown College. Students planning to take one or more of these courses as credits should consult with the program Chairperson. Evening or Saturday French courses may also receive post-secondary credit.

Students lacking the necessary language skills for Communications 901, ELS 903 and ELS 901 are advised to enroll in ENG 933 Bare Essentials.

CGA students enrolled in ELS 903 will be required to write a diagnostic test on the first evening. Those who are not quite ready to commence business writing will be required to complete ENG 933 Bare Essentials.

Bare Essentials — ENG 933

This course offers the "essentials" of writing skills for the student who is not quite ready for business, technical or creative writing courses. Basic rules of grammar, extensive practice in writing, punctuation, spelling and some speaking skills are included.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 21 to July 21

Communications I — COMM 901

Prerequisite: Grade 12 English.
Course Content: This course covers study skills, essential grammar and punctuation skills, organizing ideas effectively in paragraph and short essay form, proofreading techniques, research skills, introductory report writing and short oral presentations.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 21 to July 21

Communications II — Business & Technical Writing — COMM 902

Prerequisite: Communications I — COMM 901 or equivalent.
This course takes the student through a step-by-step process of writing either a business or technical report: including research, organization, outlining, bibliography, how to begin, sectioning, revision, and summary/abstract. Emphasis at the beginning includes basic rules of writing, grammar and layout. By taking one step at a time, the student produces a polished well-researched "professional report" by the end of the course. Various business letter situations are covered as well.

Mon. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 20 to July 27

Business Communication — ELS 903

Prerequisite: Grade 12 or equivalent. This course is for Certified General Accountancy candidates and any other interested students who require business communications. It includes the planning and preparation of business reports, and the effective presentation of financial information. Students are taught to write correspondence that is clear, concise and emphatic. Business correspondence segment includes request, claim, adjustment, credit and collection letters. The creative language type of letter — sales, public relations and social business — is also to be covered.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 21 to July 21

Report Writing for Positive Results — ENG 805

Prerequisite: Grade 12 or equivalent.
Designed for personal career satisfaction, this course provides intensive training in techniques of persuasive report writing and related oral presentations of matching effectiveness. Practical individual activities and group discussions are geared to managerial, occupational, social and recreational needs.

Wed. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $65.00
April 22 to July 15

Speaking with Confidence — ELS 809

When you are called on "to say a few words" to a social or a business group, do swarms of butterflies fill the pit of your stomach? And is that fluttering panic you feel holding you back in your private and business life?
Speaking with Confidence teaches you to make those swarms of butterflies fly in formation; to turn panic into poise.
You will learn to deliver reports and to give presentations with visual aids; to introduce guest speakers; to give a presentation and an acceptance speech.
Instructor: Hugh Thompson, writer, editor, public speaker.

Mon. 6 to 9 p.m. St. James Campus
30 hours Fee: $69.00
April 27 to July 6

Wordplay: Enlarging Your Vocabulary — ELS 823

This course teaches you how to improve your vocabulary and build your self-confidence in language use. Wordplay's workshop environment is supportive and non-intimidating. Words are explored though contemporary methods such as role-playing, visualization, and guided conversational exercises. Audio/visual aides are employed. Students work from a dictionary, Roget's Thesaurus, and a text designed to increase vocabulary.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $75.00
April 16 to July 2

Creative Writing

Writing for Clarity and Impact ELS 901

This is a course designed for the student who wishes to write clearly and precisely in any situation — business, social, academic, political, journalistic. This is a nuts and bolts course in which language usage and style are examined critically. Students are required to write and review their work.
Instructor: Arnie Achtman

Tues. 6 to 9 p.m. St. James Campus
36 hours Fee: $53.00
April 21 to July 7

Writing For Fun and Profit ENG 919

Today, with magazines laying off staff writers to cut costs, editors are seeking, as never before, contributions from freelance writers.
So why not try writing feature articles or interview stories? Why not submit fillers; lyric poetry, light verse or travel articles? Or stories for children as well as stories for adults? Or humorous features or opinion pieces on lively current issues?
This course is for those eager to give freelance magazine writing a solid educated try under the guidance of a professional writer and former editor of the *Globe and Mail*. If you have no intentions of breaking into magazine writing, this course will give professional polish to your business and private writing.

Thurs. 7 to 10 p.m. St. James Campus
36 hours Fee: $63.00
April 16 to July 2

Writing for Children ENG 804

Children's books are magical.
Increasing numbers of people want to be part of the surge in children's literature in this country, to create that special book which young readers will always remember. In this course, presented by the staff of the Children's Book Centre, students meet established writers, illustrators, editors and publishers. They learn about the children's literary marketplace and publishing industry, and receive practical suggestions about how to approach a publisher. In addition, they have an opportunity to explore their motivation in writing for children and through extensive workshop experience to hone their writing skills. At the first class meeting, materials will be available for which the fee is $10.00
Students register at St. James Campus. Classes meet at the Children's Book Centre, 229 College St.

Tues. 6 to 9 p.m. Children's Book Centre
229 College St.
30 hours Fee: $65.00
April 21 to June 23

Romance Writers' Workshop ELS 812

Prerequisite: Ability to write creatively.
Every month, more than 140 romance novels hit the stands. Publishers are eager to find reliable new talent to meet their publishing requirements. Despite the opportunities for romance writers, rejects are high because aspiring writers are unaware of what the publishers want. Let Clare Ablitt, former editor of Harlequin books, help you to break into the romance fiction market. She helps you to understand the market, and identifies your style and gets you started on your next romance.

Mon. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $60.00
April 27 to June 27

Writing for the Theatre ELS 822

'Such stuff as dreams are made on'
(William Shakespeare)
Nika Rylski, author of television, radio and stage plays, provides an opportunity for students to write and evaluate either a one-act play or one act of a full-length play. Students begin by reading and analyzing a play before exploring all facets of playwriting through the process of creation of a script of their own. The course includes the viewing and analysis of a live theatrical production.

Tues. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $80.00
April 21 to July 7

Creating Short Stories ENG 801

The short story is enjoying a revival. This class/workshop explores the fundamentals of short story technique and structure, plotting, dialogue, characterization, tone and setting and offers an introduction to experimental writing. Guided by published short story author Nancy Kilpatrick, students create a short story in class as well as present works-in-progress for support and constructive feedback.

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours: Fee $75.00
April 16 to July 2

Writing Mysteries NEW ELS 827

Are you dying to write a mystery? This course explores the theory and structure of mystery writing and develops stylistic techniques in a workshop situation. Each student writes either a short story or two chapters and an outline of a novel during the course and receives editing advice from the instructor (a published mystery writer) and from other students.
Instructor: Elaine Matlow

Thurs. 6:30 to 9:30 p.m. St. James Campus
36 hours Fee: $75.00
April 6 to July 2

Journalism: Springboard to a Career ENG 934

News is anything that interests people.
Nevertheless, it can be recognized and written only by those with "a nose for news" and a knowledge of how to write it for each of the media — the press, TV and radio.
This course develops that news-sense and those writing styles for general reporting and for the specialized covering of sports, entertainment, business, politics, science, education, religion, etc.
If you're not interested in a journalistic career, this course will sharpen your observation and enjoyment of the daily news, in print and on the air, because you'll be an insider, someone "in-the-know."
The instructor is a former CBC-radio interviewer, *Toronto Star* columnist and *Globe and Mail* editor.

Wed. 7 to 10 p.m. St. James Campus
36 hours Fee: $63.00
April 15 to July 8

Poetry Workshop ELS 902

This course provides an on-going workshop approach to creative writing, emphasizing a collective critique by peers of submitted material. The instructor provides direction and focus during the session, as well as an overall strategy of development. The course facilitates in-class improvement of writing skills.
Students in this course bring established habits or patterns of writing and a commitment to developing their own material. The emphasis is on poetry, with particular attention to modern forms.
Instructor: Christopher Dewdney

Mon. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $66.00
April 20 to June 29

Instructing the Adult CES 861

This intensive introductory course is designed for people with no teaching experience who are interested in teaching and training adults. The course is conducted by two teaching professionals who provide a highly interactive learning experience.
Topics covered include: instructional techniques; writing course objectives; designing student evaluation; effective use of audio visual aids; adult learning styles; hints for classroom management. An opportunity is provided for all registrants to participate in a practice teaching session.

Fri. 2 to 9 p.m. Sat 9 a.m. to 4 p.m. Tues. & Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $115.00 Material: $5.00
May 29 and 30
June 2 and 4

Early Childhood Education Diploma Program

This program is offered on a part-time basis to men and women who are unable to attend a full-time course of studies.
An admission interview is required; details of registration will be made available to those accepted into the program.
Applications and information regarding this program may be obtained from Community Services, George Brown College, Box 1015, Station "B", Toronto, M5T 2T9. Telephone 967-1212.
The requirements for the diploma must be completed within five years.
Courses are offered on Tuesday and Thursday evenings.

The following courses must be completed in order to obtain the Diploma.
ECE100X — Infant and Child Development
ECE101X — Health and Nutrition
ECE103X — Interpersonal Communications
ECE104X — Principles of Day Care I
ECE105X — Art Education
ECE113X — Field Practice
ECE114X — Field Practice
ECE116X — Storytelling and Literature
ECE117X — Music
ECE118X — Parent Education I
ECE200X — Human Growth and Development
ECE201X — Children with Special Needs
ECE202X — Curriculum Development
ECE203X — Planning, Management and Legislation
ECE204X — History and Philosophy
ECE206X — Family Dynamics
ECE207X — Parent Education II
ECE208X — Professional Development
ECE212X — Field Practice
ECE213X — Field Practice
ECE214X — Group Process
ECE215X — Movement and Drama
ECE216X — Science Experience
ECE217X — Principles of Day Care II
ENG114X — Language and Communications
SOC106X — Introductory Sociology
PSY107X — Introductory Psychology
The following six courses only are offered in the Spring and Summer semester. Applications for the fall semester should be received by the Admissions Office by July 31.

Storytelling and Literature ECE 116X

Children's literature, prose and poetry as written for and by the young child will be explored. The key aspects related to developing a literature program in an educational setting will be investigated. These will include methods of evaluating literature, the art of storytelling and establishing prereading skills.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $17.50
April 14 to May 26

Music ECE 117X

Students will gain the skills to plan and carry out music programs for children by applying the techniques of guiding young children in musical experiences and the knowledge of music resources.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $17.50
April 16 to May 28

Movement and Drama ECE 215X

Students will be involved in movement and drama experiences. The skills developed will be related to program planning for preschool children.

Tues., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $17.50
April 14 to May 26

Science Experience ECE 216X

Students will identify scientific concepts inherent in normal routine programs for preschoolers and will then be required to plan programs which include age-related science experiences.

Thurs., 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $17.50
April 16 to May 28

Language and Communications ENG 114X

Students will gain practice in writing and oral communication skills with emphasis being placed on the recording of observed behaviour of children.

Tues. and Thurs. 6:30 to 8:30 p.m.
Nightingale Campus 28 hours Fee: $35.00
April 14 to May 28

History and Philosophy of Early Childhood Education ECE 204X

This course reviews the significant innovations in the field of early childhood and investigates current models for the care and education of young children.

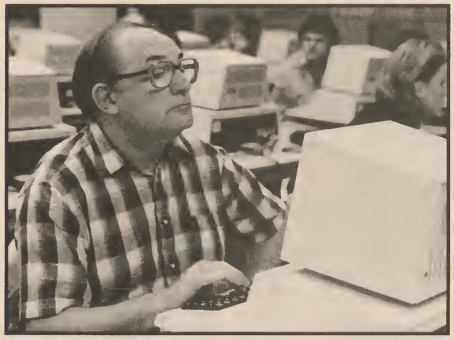
Thurs. 6:30 to 8:30 p.m. Nightingale Campus
14 hours Fee: $17.50
April 16 to May 28

Women's College Hospital & George Brown College announce a new collaborative program for Childbirth Educators

This Program is of interest to those people who have completed post-secondary education in the Health Care and/or Social Services area, and who have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
— evidence of post-secondary training
— attendance at an interview/information session
— a résumé

For more information, **please call Jackie Salmona at 967-1212, ext. 4229.**



Introduction to Data Processing EDP 100X

This course provides an overview of business data processing which will prepare the participant for further study in the areas of programming and systems analysis. Topics include hardware and software features, programming languages, flowcharts, and programming experience using BASIC.
Text: Computer Fundamentals with Application Software and Watcom BASIC Made Easy.

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Mon. and Wed. or Tues. and Thurs. 6 to 8:30 p.m.
St. James Campus
50 hours Fee: $62.50 Materials:-$10.00
and purchase of text.
April 20 or 21 to June 29 or 25

Basic Keyboarding I KB 100X

This course is designed for those with no or almost no previous knowledge of typing. After the keyboard is thoroughly covered the remaining time will be spent on drills to promote speed and accuracy. A speed of 20 to 25 words per minute is the desired goal.
Text: Typing Power Drills

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
St. James Campus
60 hours Fee: $75.00 Materials: $5.00
and purchase of text.
April 20 or 21 to June 29 or 25

Microcomputers

Introductory Microcomputer Programming PRGM 925

Course Content: Introduction to the microcomputer; hands-on experience; developing elementary graphics programs. Writing running and saving programs; the language BASIC: programming in BASIC; input and output techniques. Demonstrations in the use of software; including business, educational and entertainment uses. Development of elementary business, technical and/or administrative programs.

For more information **about this course, please call 967-1212, ext. 2481.**

Mon., Tues., Wed., or Thurs. 7 to 10 p.m.
Sat. 1 to 4 p.m. Kensington Campus
30 hours Fee: $37.50
April 6, 7, 8, 9, 11 to June15, 9, 10, 11, 20

Mon. and Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
July 6 to August 10

Microcomputers in Business EDP 800

Prerequisite: Basic knowledge of microcomputer operations.
This course is of particular interest to those acquainted with general procedures for processing business information. Various types of commercially available productivity software will be introduced, including: BASIC, electronic spreadsheet, wordprocessor, data manager, graphics and integrated packages. Learning is reinforced by hands-on application exercises in most of these areas.

See equivalency for CCUI, TCI, page 7,10

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Sat. 9 a.m. to 1 p.m. St. James Campus
44 hours Fee: $98.00 Materials: $8.00
plus purchase of text.
April 25 to July 11

Computer Literacy (An Introduction to Microcomputers) PRGM 993

This course provides a straightforward introduction to the computer age. It covers the basic fundamentals of how computers work, what they can do, their limitations, and what is available today. Computer terminology is explained in straightforward terms, with helpful visual and audio-visual materials. Includes hands-on experience.

For more information **about this course, please call 967-1212, ext. 3289/3290.**

Tues. 6 to 9 p.m. or Sat. 9 a.m. to noon
St. James Campus
18 hours Fee: $68.00 Materials: $5.00
and purchase of text.
April 21 or 25 to May 26 or June 6
June 9 or 13 to July 14 or 18

Tues. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 21 to May 26 or
June 9 to July 14 or
July 21 to Aug. 25

Microcomputer Programming Techniques PRGM 935

Prerequisite: PRGM 925 or equivalent.
Course Content: Review of BASIC programming techniques; advanced looping and branching techniques. Advanced BASIC statements; subscribed variables; arrays. Algorithms and problem-solving methods; the use of flowcharting and/or pseudo-code; program documentation, sorting techniques including Bubblesort and Shellsort. Introduction to file handling on cassette and disk; creating, maintaining, updating, sorting and merging files. Students will develop a project of their own choice.

For more information, **about this course please call 967-1212, ext. 2481.**

Mon. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 6 to June 15

Sat. 1 to 4 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 11 to June 20

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
July 7 to August 6

Advanced Microcomputer Programming Techniques PRGM 955

Prerequisite: PRGM 935, Microcomputer Programming Techniques or equivalent.
Course Content: Use and operation of the disk drive; advanced file handling with sequential and relative files; advanced sorting routines; file maintenance, updating and merging techniques; program maintenance, use of the system monitor, binary and hexadecimal arithmetic; machine language introduction: assemblers and disassemblers; machine language.

For more information **about this course, please call 967-1212, ext. 2481.**

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 7 to June 9

MultiMate PRGM 906

The course covers the following topics: Features of MultiMate, MultiMate main menu, help menu, creating a new document, editing an old document, cursor movement, tabs, margin and line spacing; inserting, deleting, moving and copying of texts, enhancing documents, search and replace, document handling utilities, spell checking of ducuments, libraries, merging documents, key procedures, system utilities and printing.

For more information, **about this course please call 967-1212, ext. 2481.**

Mon. 8:30 to 11:30 a.m. or 6:30 to 9:30 p.m.
College Street Campus
30 Hours Fee: $182.00
April 6 to June 15

Word Perfect 4.2 PRGM 909

Prerequisite: Semi understanding of microcomputers and keyboards.
This course is designed to introduce the student to Word Perfect 4.2 a full function Word Processing Software package. Word Perfect contains all the features of a Word Processor and many unique extras. The standard features include: automatic reformatting, footnotes, endnotes and page numbering. Word Perfect supports mathematics and scientific characters and notation subscripts and superscripts and right and left margin justification. Extras include macros, file management, dictionary, table of contents and index generation. Conversion of files for use with other Word Processors.

Mon. & Wed. 5:00 to 7:00 p.m.
Fri. 9:00 a.m. to noon
College/Casa Loma Campus
30 hours Fee: $195.00
April 6 to May 27 (Mon. & Wed.)
April 10 to June 19 (Fri.)

MS-DOS and the Personal Computer PRGM 908

The course will cover the following topics: Physical components of MS-DOS, Versions of MS-DOS, floppy and hard disk drives, volume labels, file and file names, control keys, and editing keys. DOS commands, and file handling, redirection, pipes, and filters, hierarchial directories, line editor, batch file commands, configuring DOS with config. sys, keyboard reassignment, organizing a hard disk, hard disk backup, and restore.

For more information **about this course, please call 967-1212, ext. 2481.**

Wed. 7 to 10 p.m. College Street Campus or
Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
30 hours Fee: $182.00
April 8 to June 10

Sat. 9 a.m. to noon
College Street Campus
April 11 to June 13

Advanced MS DOS PRGM 918

Prerequisite: MS DOS and the Personal Computer PRGM 908.
This course covers the following topics: The I/O system, command.com, booting the DOS, machine compatibility, hard disk features and partitions, organizing a hard disk, backup procedures and strategies, restoring files on the hard disk, installable drivers and flexible facilities, keyboard and screen reassignments, data storage and retrieval, linking a batch file, calling a batch file from another batch file and returning to the point of call and continue, edlin commands: P,S,T,W,A, edlin versus full screen editing, different versions of DOS, file names and file attributes, DOS editing keys, other DOS, file names and file attributes, DOS editing keys, other DOS commands, MS DOS and UNIX: a comparative analysis.

Sat. 9:00 a.m. to 11:30 a.m. College Street Campus
20 hours Fee: $150.00
April 11 to June 6

Introduction to UNIX PRGM 942

Prerequisite: Programming experience in one of the following: C, Fortran, Cobol, Pascal or FORTH.
This is an introductory course for programmers who want to learn about the tools and resources available within the UNIX environment. Shell programming and the use of UNIX utilities will be covered in depth. Functioning of the operating system will be discussed in sufficient detail that the student will understand the resource utilizations of various programming strategies. "C" language programming will not be dealt with.

For more information **about this course, please call 967-1212, ext. 2481.**

Fri. 6:30 to 9:30 p.m. College Street Campus
30 hours Fee: $240.00
April 10 to June 19

Languages

Microcomputer Machine Language Design PRGM 965

Prerequisite: PRGM 955 — Advanced Microcomputer Programming Techniques.
This course provides a logical follow-up to PRGM 955 and provides a deeper understanding of the capabilities of microcomputer languages.
Course Content: The topics in this course include: the planning of an assembly language project, program structure, typical programming methods and examples, analysis of commercially available math programs, use of the disk and other subroutines from within assembler language, the building of "wedges" and the use of an assembler.

Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 6 to May 27

HARBOURFRONT COMPUTER CAMP

Children ages 6 to 14 key into microcomputers at Harbourfront this summer.

Experienced instructors help participants progress through computer concepts and terminology, storage and retrieval of information, computer languages, simple program writing, graphics, word processing, and games.

Campers receive 2½ hours of computer instruction each day. The rest of the program is balanced with swimming, canoeing, sports, crafts, special events and games.

Dates: Two-week "Periods" from June 29 to September 4. Periods A,B,C,D,E
Fee: $250.00 per two-week period

Times: 9 a.m. to 4 p.m.
Bussing provided within the City of Toronto.

Call 869-8417 for information and registration brochure.

Harbourfront also offers Day, Arts, Sail, French, Canoe, Leadership, Pathfinder and Kinder Camps.

An Introduction to the Programming Language FORTH PRGM 905

Prerequisite: PRGM 925 — Introductory Microcomputer Programming, or equivalent.
This course teaches programming techniques in FORTH with special consideration to time efficiency, space efficiency and transportability.
Course Content: This course covers the following topics: characteristics of the FORTH language; variables, constants and other programming constructs; stacks and postfix notation; stack manipulation; character and line editing commands, use of disk by FORTH; simple and compound conditional statements; control loops; input and output; two and three dimensional graphics; applications.

***For more information* about this course, please call 967-1212, ext. 2481.**

Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $78.00
April 8 to June 10

Intermediate FORTH Programming PRGM 968

Prerequisite: PRGM 905 — An Introduction to the Programming Language FORTH
This course covers the following topics: numeric operations; string handling in FORTH; memory organization; dictionary arrangement and management; input stream and mass storage; factoring, extending the compiler; graphics.

***For more information* about this course, please call 967-1212, ext. 2481.**

Mon. and Wed. 5 to 7 p.m. Casa Loma Campus
30 hours Fee: $150.00
April 6 to May 27

Introduction to Progress, A Fourth Generation Programming Language PRGM 944

Prerequisite: Basic knowledge of microcomputer operations.
This course introduces participants to one of the latest trends in the computer industry, the Fourth Generation Programming Language. PROGRESS Application Development System is a forerunner in the field of database development. The strengths and weaknesses of other fourth generation languages will be discussed while being compared to PROGRESS and the future directions this language will take.

Tues. and Thurs. 5 to 7 p.m.
College Street Campus
30 hours Fee: $150.00
April 6 to May 27

***For more information* about this course, please call 967-1212, ext. 2481.**

COMPUTER COURSES AT DIXON HALL

Dixon Hall, in cooperation with George Brown College and Canada Employment and Immigration, is offering free micro-computer courses this summer.

Computers in the Community is designed to meet the special needs of the unemployed or those working less than 15 hours per week.

Seven and fourteen-week courses and one-day workshops will be offered beginning April 27 to July 31, 1987.

Courses are offered in the afternoons, evenings, and Saturdays in these areas:

Basic Keyboarding
Keyboarding Skills/Data Entry
Word-Processing
Computerized Accounting
Business Applications
Resume Writing
Data Base Management Systems
Introduction to Computers for Immigrant Women
Computerized Accounts Receivable

DIXON HALL

For more information on courses and how to register, call Dixon Hall, 58 Sumach Street after noon at **863-0498.**

Cobol I EDP 101X

Prerequisite: EDP 100X or equivalent.
Language mechanics of COBOL are introduced and students gain practical experience by writing programs to solve business type problems. Emphasis is placed on documentation of programs.
Text: COBOL for the '80s

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
April 21 to June 25

Cobol II EDP 200X

Prerequisite: A "C" standing in Cobol I or equivalent.
Applications such as accounts receivable and payroll are the subject of programming assignments. Techniques include sorting, summarizing and master file update.
Text: COBOL for the '80s

***For more information* about this course, please call 967-1212, ext. 3289/3290.**

Tues. and Thurs. 6 to 8:30 p.m. St. James Campus
50 hours Fee: $62.50 Materials: $10.00 and purchase of text.
April 21 to June 25

Introduction to dBase III PRGM 997

Prerequisite: Familiarity with Microcomputers.
dBASE III is the latest version of dBASE. It is one of the most popular data base management software packages around for microcomputers. Learn the steps for creating, editing and displaying data records. You are introduced to sorting, indexing and preparing reports and elementary dBASE programming.

Fri. 6 to 9 p.m. St. James Campus
18 hours Fee: $109.00 Material Fee: $5.00
April 24 to June 5 or
June 12 to July 17

Fri. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 24 to June 5 or
June 12 to July 17

Sat. 1-4 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 25 to June 6 or
June 13 to July 18

Advanced dBASE III PRGM 998

Prerequisite: PRGM 997
This course is designed for those who want to use dBASE III beyond just the interactive mode and become involved in its built-in programming language. The student starts by creating small business-related programs and learns how to build these step-by-step into powerful, integrated programs. These integrated programs relate to most business systems and provide a practical tool for the work place.

Wed. 6 to 9 p.m. St. James Campus
18 hours Fee: $110.00 Materials: $5.00
April 22 to May 27
June 3 to July 15

Introduction to Lotus 1-2-3 BUS 813

Prerequisite: Basic knowledge of microcomputers.
Lotus 1-2-3 is one of the most fascinating business software packages ever made for microcomputers. This popular electronic spreadsheet combines power and flexibility with ease of use. This course provides a clear, concise and practical approach to 1-2-3 that will benefit not only the novice but also those who already have some knowledge of 1-2-3.

***For more information* about this course, please call 967-1212, ext. 3289/3291.**

Tues. or Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $203.00 Material Fee: $20.00
April 21 or 23 to May 26 or 28
June 2 or 4 to July 7 or 9

Mon. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 20 to May 25 or June 1 to July 6 or
July 13 to Aug. 24

Thurs. 6-9 p.m. Harbourfront Microcomputer Centre
222 Queen's Quay West
(Register at St. James Campus)
April 23 to May 28 or June 4 to July 9 or
July 16 to Aug. 20

Advanced Lotus 1-2-3 BUS 815

Prerequisite: BUS 813 or practical business experience with Lotus 1-2-3.
This course is designed for those who already have some knowledge of 1-2-3 and wish to move on to more advanced topics, especially the use of macros. The course shows the student how to design the worksheet and create macros for a wide variety of business applications. It also introduces the student to data sharing between 1-2-3, dBASE II and wordstar. Those presently working at the elementary level with 1-2-3 will soon realize how much potential 1-2-3 has.

Mon. 6 to 9 p.m. St. James Campus
12 hours Fee: $125.00 Material Fee: $15.00
April 6 to 27
May 11 to June 8

MICROCOMPUTER Training at Harbourfront

George Brown College – Harbourfront Microcomputer Centre
Courses are designed to provide hands-on microcomputer training using IBM compatible personal computers using the latest software products.

The Facility
The George Brown College – Harbourfront Microcomputer Centre is equipped with 20 IBM compatible microcomputers and four printers.

Location
Harbourfront, 222 Queen's Quay West (above the Harbourfront Antique Market)

Courses
Computer Literacy (An Introduction to Microcomputers)
(See page 28 for course descriptions and dates.)
Introduction to Lotus 1-2-3
(See page 31 for course descriptions and dates.)
Introduction to dBase III
(See page 31 for course descriptions and dates.)
MS DOS and the Personal Computer
(See page 29 for course descriptions and dates.)

IBM is a trademark of International Business Machines Corp. LOTUS 1-2-3 is a trademark of Lotus Development Corp. dBase III is a trademark of Ashton-Tate.

Lotus 1-2-3 (General Applications) PRGM 907

The course will cover the following topics: the attributes of LOTUS 1-2-3, spreadsheet; border, cells, pointer, mode indicators, and error corrections, function keys, commands, formats, and functions. File handling, print reports, business graphs, creation and manipulation of database, macros. Introduction to 1-2-3 templates and accessories. No previous experience necessary.

***For more information* about this course, please call 967-1212, ext. 2481.**

Mon. 12:30 to 3 p.m. or Tues. 7 to 9:30 p.m.
College Street Campus
25 hours Fee: $234.00
April 6 or 7 to June 15 or 9

'C' Programming Language PRGM 933

Prerequisite: Programming experience in at least one other language.
This course has been designed to provide hands-on experience in the following: Introductory 'C' programming, program structure, strings, variables and pointers, control flow, functions, arrays, input/output and debugging. Text book and other materials will be additional costs.

***For more information* about this course, please call 967-1212, ext. 2481.**

Mon. and Wed. Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $240.00
April 6 or 7 to June 15 or 11
Tues. and Thurs. June 16 to August 20

'C' Programming Language — Part II PRGM 943

Prerequisite: PRGM 933 — 'C' Programming Language, Part I
This course has been designed to improve the programming skills of PRGM 933 graduates in a UNIX-like environment.
This will be a hands-on course with extension of the theory in the following topics: structures, function pointers, buffered and unbuffered I/O, file handling and applications.

Thurs. 7 to 10 p.m. College Street Campus
30 hours Fee: $150.00
April 9 to June 11

***For more information* about this course, please call 967-1212, ext. 2481.**

Creative Fashion Design Apparel Management

The courses listed below are offered to people in the apparel industry who wish to upgrade their skills and knowledge in a given specialty. They are also useful to those who wish to upgrade their home sewing and design skills and to have some exposure to industrial techniques.
Some short courses in Apparel Construction Technology are given during the day as specified and by arrangements with the full-time day staff. All courses listed below bearing code numbers in the one, two, three or four hundred series carry credits which can be used toward a two- or three-year diploma in specialized programs. Please contact the Fashion Department for details.

Apparel Construction I (Dressmaking Elementary) DRES 141X

Course Content: Elementary dressmaking using commercial patterns; samples, measurements, relationship of pattern, style and fabric; laying-out patterns; sewing techniques (hand and industrial machines). Student to supply own materials.

Mon. and Wed. or Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $75.00
Equipment Fee: $25.00
April 6 or 7 to June 15 or 11

Apparel Construction II (Dressmaking Intermediate) DRES 145X

Prerequisite: Basic Sewing skills.
Course Content: Continuation of DRES 141X. Proper selection of style and pattern to suit the wearer and material; purpose and selection of supporting fabrics; selection and preparation of lining fabrics; preparation of the pattern and pattern alterations. Student to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $25.00
April 6 to June 15

Apparel Construction III (Dressmaking Advanced) DRES 151X

Prerequisite: Preferably DRES 141X and/or DRES 145X or equivalent experience.
Course Content: Efficient use of materials to minimize waste. Couture methods. The student will provide own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $75.00
Equipment Fee: $20.00
April 7 to June 11

Apparel Pattern Drafting I (Elementary) PAT 141X

Prerequisite: Knowledge of dressmaking.
Course Content: Elementary pattern design (misses sizes 8-10, 12, master blocks); drafting directly "on the flat", i.e. on paper; designing ladies' skirts, slacks, blouses, dresses to manufacturing methods, to a price range. Students to supply own materials.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 6 to June 15

Apparel Pattern Drafting II (Intermediate) PAT 143X

Prerequisite: Preferably PAT 141X or equivalent experience.
Course Content: Drafting to manufacturing sizes. Misses dresses, evening dresses, jackets, outer wear, lingerie. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 7 to June 9

Apparel Pattern Drafting III (Advanced) PAT 151X

Prerequisite: Preferably PAT 143X or equivalent experience.
Course Content: Design of a garment from a sketch or an original idea; creative styling such as coats, suits, sportswear, etc., and also dresswear and advanced styling. Students to supply own materials.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 7 to June 9

Tailoring (Ladies') DRES 146X

Prerequisite: Preferably DRES 141X or basic sewing skills.
Course Content: Ladies' tailoring, sewing, cutting techniques; finishing coats and suits using commercial patterns. Industrial machines. Students supply own materials.

Tues. and Thurs. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $75.00
Equipment Fee: $20.00
April 7 to June 11

Fashion Illustration I (Elementary) PAT 144X

Course Content: An introductory course in fashion drawing emphasizing the drawing methods used in industry. Rough sketch and working drawing; achieving textures and patterns; finished drawing in mixed media.
Students to supply own materials.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50
April 8 to June 10

Grading Techniques For Apparel Industry Elementary PAT 900

Course Content: Demonstration of skills of grading patterns by simple and reliable methods. Grading of patterns for all styles of misses and junior size garments. The course will help the student to better understand the mechanics of grading and thereby assist in producing garments with better fit.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
April 6 to June 15

Leather Garment Manufacturing Techniques Part I FASH 910

Prerequisite: Ability to operate an industrial sewing machine.
This course is an introduction to leather garment manufacturing. It is designed to teach the techniques required to produce garments in leather and suede.
Course Content: Pattern arranging to suit skins, cutting skills, assembly skills, finishing and lining garments. Students are required to supply own materials to produce a garment of their choice.

Tues. 7 to 10 p.m. Kensington Campus
36 hours Fee: $45.00
April 7 to June 23

Mastering Your Home Sewing Machine FASH 803

This course introduces the student to the operation of the home sewing machine. Instruction is given of the following operations: the correct needle insertion; winding the bobbin and correct threading methods; tension setting and minor adjustments to top and bottom tensions; stitch length and width settings; bar tack buttonholes on basic zig-zag machines; preventive maintenance, oiling and cleaning. Students also learn proper operating techniques which include mastering speed control, correct starting; turning corners, straight seaming, regulating the machine for different weights and textures of fabrics, special finishes, etc. Students are required to purchase a text book.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $75.00 Materials: $10.00
April 9 to June 11

Window and Retail Display DISP 900

Prerequisite: Practical motivation.
Course Content: Purpose, concepts and uses of window display; basic tools, materials and graphics as used in fashion and menswear; practical merchandise trims; use of mannequins; display themes.

Mon. and Wed. 7 to 10 p.m. Kensington Campus
60 hours Fee: $75.00 Equipment Fee: $10.00
April 6 to June 15

Furniture

Furniture Upholstery I FURN 104X

Course Content: Stuffing and covering, measuring, cutting, fitting and stapling. Students supply own materials.

Mon. and Wed. 6 to 9 p.m.
Kensington Campus 60 hours Fee: $75.00
Equipment Fee: $25.00
April 6 to June 15

Machine Knitting

Knitting by Machine (Basic) CFT 900

Course Content: The course will familiarize the student with the basic concepts in operating a knitting machine. The student will learn basic techniques in producing a garment. Lace, tuck, skip and faire-isle techniques will be shown and used. The students will also learn how to produce a personal measurement chart and different finishing.

Tues. or Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 7 or 9 to June 9 or 11

Knitting by Machine Intermediate CFT 901

Course Content: The students will continue developing skills on the knitting machine by charting of a variety of skirt styles (½ size samples) and weaving by machine techniques. They will also be introduced to the Knit-Leader and Ribber attachments, and some garment finishing methods.

Mon. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 6 to June 15

Knitting by Machine Advanced CFT 902

Course Content: Continuation of techniques learned. The course projects emphasize executing finished items, ranging from simple knits to elaborate designs and combining yarn with other materials. The course emphasizes the skills used in the knitting industry. Upon completion of the three courses, the graduates could be able to find employment in the knitting industry.

Wed. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Equipment Fee: $20.00
April 8 to June 10

Hairdressing and Barbering

Barbering for Hairdressers BARB 902

Prerequisite: Ontario Certificate of Qualification in Hairdressing.
Preparation to qualify for the government hairstyling test and hairstyling certificate.
Course Content: Instruction is given in practical men's haircutting with emphasis on short hair and tapers, shaving, strapping, honing, facials, hairpieces and blow drying.

Mon. and Wed. 6 to 9 p.m. Kensington Campus
60 hours Fee: $75.00 Materials: $20.00
April 6 to June 15

Ceramics

Ceramics for Beginners CER 902

This is an intensive course in hand building, wheel techniques, decorating and glazing techniques experienced through course projects.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
90 hours Fee: $112.50 Materials: $45.00
May 25 to June 12 and June 15 to July 6

Basic Ceramics CER 800

This course provides a basic introduction to ceramics.
Course Content: Basic introduction in handbuilding and forming, constructing with slab and coil, cylinder and box construction and clay jointing. Basic wheel throwing techniques (centering, openng and throwing methods), elementary shaping of cylinders and bowl forms, trimming, turning and finishing are also taught. Students also learn basic wet clay decorations such as slip brushing, banding, scraffito and impressing, as well as glaze application and the preparation of bisque ware for glaze work and kiln stacking.

Sat. 9 a.m. to noon. Casa Loma Campus
30 hours Fee: $37.50 Materials: $25.00
April 4 to June 6

Ceramics 2 CER 151X

Prerequisite: CER 101X — Ceramics 1.
Students further develop skills in wheel throwing, surface decoration, and glazing ceramics wares.
Course Content: Instruction is given in wheel throwing, turning and finishing of ceramic forms. The design theory of bowls and lidded jars, surface enrichment techniques with clay stamps, and wet clay including two-toned inlay with clay. Raised and low relief patterning. Glaze application methods using wax resit on glazes, stain banding, sponge stamping, glaze motifs. Throwing instruction is centered around opening and forming bowls — lipforms and foot shapes, tar forms and lids thrown of the hump. Theory in the course is included in demonstrations during each class and a visual slide presentation.
Required work for the completion of the course: 5 bowls — decorated, 5 lidded jars — decorated, using techniques demonstrated during the course.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $30.00
April 7 to June 11

Ceramics 4 CER 251X

Prerequisite: CER 201X — Ceramics 3.
Students develop advanced skills and techniques in the design, forming and decorating of domestic and decorative ceramics.
Course Content: The development of advanced ceramic works. Instruction is given in the design of form and its suitability for function. Decorative techniques are taught in slip decoration and oxide application to greenwares and brush painting with oxides and sprayed glazes on bisque. Practical work includes a domestic dinnerware service, jugs and handbuilt containers, also combined handbuilt and thrown forms. Theory covers the design and application of handles. Design form is taught through demonstration and visual slide presentation

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Materials: $30.00
April 6 to June 15

STUDY CERAMICS FULL-TIME

George Brown offers a unique two-year full-time day Ceramics program. Students learn in a studio environment with emphasis on ceramic techniques and each student's aesthetic development.

Graduates work as studio artists, ceramic entrepreneurs, or as designers/supervisors in the ceramics industry.

For more information about the full-time ceramics program, call the Ceramics Department at 967-1212, ext. 2486 or 2487.

Jewellery

Jewellery (Introduction) JWL 160A

Prerequisite: Current employment in the industry or hobby.
Students develop basic skills and techniques necessary in jewellery making.
Course Content: Introduction to basic jewellery making techniques: cutting, filing, fitting, hard soldering, finishing and polishing of designed projects; fitting of parts to small tolerances; projects are designed to facilitate the development of basic skills with jewellery hand tools.

Mon. to Fri. 9 a.m. to noon and 1 to 4 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
July 6 to July 17

Basic Casting Techniques JWL 160B

Prerequisite: Current employment in jewellery industry or hobby.
Students develop basic techniques in casting precious metals into jewellery objects.
Course Content: Introduction to casting equipment and casting techniques; cuttlefish casting and centrifugal casting techniques are taught. Students cast projects approved by the instructor. Students supply own material.

Mon. & Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 7 to June 11

Jewellery Design DES 169X

Prerequisite: Artistic Ability
Students develop jewellery outlines with a dimensional look.
Course Content: Techniques of observation; composition and arrangement of objects; pencil techniques; drawing a cube with objects in it (earrings, brooch, bracelet, ring) to visualize in perspective; shading of various forms and deviations; producing a stencil with a dimensional look.

Mon. & Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00 Equipment Fee: $20.00
April 6 to June 15

Antiques

How To Buy Antiques CE 817

This is a course designed for those wishing to know about the booming antique market.
Whether for investment or pleasure, everyone wants to know more about his/her treasures. Stress will be on the recognition of different styles and periods of furniture, china, glass and silver, also the discernment of quality and craftsmanship.
Instructor: Marion Heller, upon completing a decorative arts course at the Study Centre, Victoria and Albert Museum, received her diploma in fine and decorative arts from the New Academy of Art Studies in London, England.

Tues. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $41.00
April 21 to May 26

Canadiana Furniture and Collectibles CES 860

This course introduces the student to Canadian antique furniture from Upper Canada, Lower Canada and the Maritimes. The student is shown how to identify, evaluate and understand the many different forms of Canadian furniture from the 18th through the 19th century. Also covered are the accessories used for day-to-day living: tools, woodenware, kitchen utensils and quilts. Examples are brought to the classroom for study and discussion. A field trip is planned for the last week.
Instructor: Harry McLeod is a graduate of the Ontario College of Art and has been a collector and dealer of Canadiana for more than 30 years.

Tues. 7 to 9 p.m. St. James Campus
16 hours Fee: $62.00
April 21 to June 9

Automotive

Know Your Car — Part I CAR 800

This course discusses the major maintenance requirements of any car, easy to perform spot checks and tasks, such as changing a flat, starting a stubborn engine and dealing with the garage mechanic if repairs are really needed. Students learn when to replace tires, batteries, brakes. The course includes dozens of tips that save you money and lengthen the life of your car.
Instructor: Don McQueen has had a class "A" licence with an interprovincial seal for more than ten years. He has also taken additional courses including: disc brakes, diesel engines, and electronic ignition.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $46.00
April 16 to May 7

Know Your Car — Part II CAR 801

Prerequisite: Know Your Car — Part I
This advanced course examines the components of the lubricating system including types and grades of oil and how to change the engine oil and oil filter; winter starting aids and accessories; the brake system; tires — how to buy and what kind, changing a tire; the exhaust system including how to check for leaks; how to check and adjust the clutch; the suspension system, replacing shock absorbers; rust proofing; replacing headlights and bulbs.
Instructor: Don McQueen

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $46.00
May 14 to June 4

Aviation

Private Pilots Groundschool CES 852

Groundschool preparation for the writing of the Federal Ministry of Transport Licensing Examination. Includes Theory of Flight, Aircraft, Meteorology, Navigation and Air Regulations. Also suited as a refresher course. Ten-hour flight time required for eligibility to write MOT pilot licensing examination.
Required Text: *From the Ground Up* by Sandy A. F. MacDonald

Tues. 6:30 to 9:30 p.m. Kensington Campus
42 hours Fee: $104.00
April 28 to July 28

Personal Development

Gain Confidence/ Overcome Shyness CE 876

Learn how to relax and enjoy meeting new people. This course helps you understand and overcome shyness by examining the 10 keys to self-confidence. Also included are: how to start and keep a conversation going and where and how to meet people.
Instructor: Howard Jones has worked extensively in the human relations field. He has presented seminars and workshops on confidence building, problem-solving and relationships to a wide variety of audiences. Howard has developed and taught self-development courses at George Brown College for the past five years.

Tues. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $41.00
April 21 to May 5

Assertiveness Training CE 824

Assertiveness Training teaches how to speak up with confidence, say what you want to say with appropriate tact and sensitivity, refuse unwelcome requests, relax and be yourself, and how to get and keep the respect of others. The class is informal and contributions from everyone are encouraged and valued.
Instructor: Margaret Code is president of the consulting firm Margaret Code Associates. With many years of experience in human resources management and a Master's degree from Harvard University, Margaret is an expert in enhancing individual and organizational effectiveness.

Wed. or Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
24 hours Fee: $78.00 Materials: $3.00
April 22 to June 10 or
April 23 to June 11

Assertiveness II CE 809

Assertiveness II draws upon and adds to the basic ideas, principles, and techniques learned in Assertiveness I. The main emphasis of this course is on individual skill building through role playing, individual self assessment, and feedback from the instructor and fellow students. Participants are filmed in staged, but realistic role plays. Playbacks enhance awareness of self presentation and impact. Key "how to's": deal with anger (own and others'); cope with 'downers'; behave professionally in a crisis; overcome mental blocks to assertiveness.
Instructor: Margaret Code

Tues. 6:30 to 9:30 p.m. Casa Loma Campus
24 hours Fee: $78.00 Materials: $3.00
May 19 to July 7

Stress Management CES 840

Turn stress from enemy to ally; understand the conditions and habits that lead to stress and its impact on personal life and work. Make stress work for you as a positive, creative resource. In this participatory course, tune into your physiological, emotional, cognitive and behavioural responses to stress. Benefit by identifying the workplace and personal stressors and search for realistic alternatives. Learn to cope better and to reduce the negative effects and symptoms of stress by developing and using a personal stress-management plan.
Instructor: Dr. Lucille C. Peszat is a Director of the Canadian Centre for Stress and Well-Being. She was a colleague of the late Dr. Hans Selye, world-renowned authority on human stress.

Mon. 6:30 to 9 p.m. Casa Loma Campus
10 hours Fee: $47.00
May 4 to June 1

Relationships — Making Them Work for You CES 838

This course is designed to assist participants in understanding what makes a successful personal or business relationship. Students learn the dynamics at work in one-on-one meetings and in groups. An important element, developing communication skills in conversation and the art of listening, is studied in detail. Conflict analysis, management and resolution are discussed by means of case examples provided by participants. The goal of the course is to give students an overview of positive human interaction.
Instructor: Howard Jones

Thurs. 6:30 to 9:30 p.m. Kensington Campus
9 hours Fee: $36.00
May 7 to 21

You and Your Money

Investment Strategies CE 862

The student is shown how to choose among the following investments: guaranteed savings such as guaranteed investment certificates and Canada Savings Bonds; fixed-income securities, such as bonds, equity securities, such as preferred and common shares; mutual funds and other investments such as gold and foreign exchange.
Instructor: James Chester is an active stock and commodities trader and is past Director of the Toronto Investment Dealers Association.

Thurs. 6 to 9 p.m. St. James Campus
18 hours Fee: $63.00
April 23 to June 4

Homes

Buying Your First Home RE 801

This course provides the first-time home buyer with sufficient information to make a knowledgeable decision. It covers all the steps in the process including: establishing a price range, selecting the right real estate agent, determining ways to inspect a home, establishing fair market value, obtaining financing, making an offer, closing costs and procedures and settling-in expenses.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $23.00 Materials: $5.00
April 25

Condominiums CE 869

Before you buy explore the multifaceted condominium approach to living in Metro; its various styles, the advantages and disadvantages; and its differences in comparison to buying a single family dwelling. Topics covered include: how to choose a good building, the legalities involved in buying a condominium, renting your condominium, financing, price ranges, cooperatives, and trends in the Metro area.
Instructor: Marilyn Rothman is a real estate broker with her own company, which specializes in residential sales and leasing in the Metro area. She is a member of the Toronto Real Estate Board and the Ontario Real Estate Association.

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $22.00 Materials: $3.00
May 16

How to Buy an Investment Property RE 807

Prerequisite: Buying Your First Home — RE 801 or knowledge of residential real estate.
This course covers two important areas which every investor, or investor-to-be, should consider before making the decision to buy a residential investment property.
The first part deals with the financial benefits and income tax implications of buying an investment property. A chartered accountant conducts this segment of the course.
Part two covers financing an investment property, including: how to shop for a mortgage, cost and type of mortgages and methods of repayment. Also included is an examination of the responsibilities of the landlord and tenant.
Instructor: Marilyn Rothman

Sat. 10 a.m. to 3 p.m. St. James Campus
5 hours Fee: $51.00 Materials: $5.00
May 30

Real Estate Investment for Women RE 804

This course helps you make sound and informed real estate investment decisions. Your investment personality is taken into consideration when planning your individual investment strategy. Learn about the types of real estate investment available, such as: mortgage investment, real estate mutual funds, buying and leasing investment property and investment groups. Overcoming fears, anxieties and conflicts that some women may face when considering investing in real estate is discussed.
Instructor: Marilyn Rothman

Sat. 10:00 a.m. to 3:30 p.m.
The Elmwood Women's Club, 18 Elm St.
(Students register at St. James Campus)
5 hours Fee: $47.00
June 13

How to Save Money with your Mortgage CES 867

In today's tight economy, the cost of a mortgage is the number one concern of the home owner. This course looks at ways of saving mortgage dollars: how to take years off your mortgage; sorting out the various financial lending institutions; choosing the best type of mortgage for you — open, closed, blanket, wrap-around — their advantages and disadvantages.
Instructor: Alan Silverstein, author of *Hidden Profits in Your Mortgage: The Smart Money Guide to Canadian Home Ownership*, practises law in Toronto, specializing in real estate and mortgages.

Sat. 10 a.m. to 4 p.m. St. James Campus
5 hours Fee: $35.00
May 9

A Workshop for Women: Your Business Matters ENG 800

More and more women are starting up their own businesses with great success. In this course students are guided through the intricacies of starting a small business with emphasis on avoiding the pitfalls. Various aspects of starting up a business on a budget are discussed, including reasons for considering self-employment, types of business structures, sources of funding, approaching a bank, marketing the business, choosing a location, leases and bylaws, finding supplies, hiring personnel, advertising, bookkeeping and income tax. Students receive an invaluable package to assist them in making decisions about their future business.

Sat. 9:30 a.m. to 3:30 p.m. St. James Campus
6 hours Fee: $21.00
April 25

Basic Home Repairs CES 825

To help you keep living spaces in good working order, this course covers: keeping water in and out; furnace maintenance; repair of electrical plugs and switches; repair of plaster and drywall; hanging of objects; painting; wallpapering; installation of tiles and caulking of bathtubs and showers. Question and answer time is an important part of this course. Recognized experts speak on their specialties as schedules permit.
Instructor: Al Zutautas has over 16 years of experience in the construction business as a builder and contractor.

Thurs. 7 to 9 p.m. Casa Loma Campus
12 hours Fee: $42.00
April 23 to May 28

You and the Law

Small Claims Court: You're on your own HS 800

This course is designed to introduce rules of procedure in Small Claims Court, and to provide a basic understanding of the steps involved in pursuing and defending a suit. Topics covered include: instituting a lawsuit, rules of evidence, rules of the Court, trial preparation, cross-examinations and enforcement of judgment. Students participate in mock proceedings which include preparation of claims, defences, pre-trial conferences and trials.
Instructor: Richard Elliot Austin, LL.B., M.B.A.

Thurs. 6:30 to 9:30 p.m. Nightingale Campus
6 hours Fee: $26.00
May 7 to May 14

Cycling

Bicycle Maintenance and Repair Clinic CE 820

This course prepares students to do basic maintenance on the road and small repairs and overhaul for spring. Topics covered include: cable adjustment, repairing tires, installing spokes, rough wheel truing, checking bearing points, derailleurs, tires and tubes and replacing chains and cables. Course also includes individual repair consultation on each student's bicycle.
Instructor: Keith Manterfield has worked in the bicycle field for many years. He has worked in the bicycle repair department of Eaton's and as Service Manager of Wilf's Cycle and Sport.

Sat. 9 a.m. to 4:30 p.m. St. James Campus
7 hours Fee: $30.00
April 25

Bicycle Techniques CES 857

A course for the absolute beginner and the slightly more experienced cyclist. It covers types of bikes available, selection of the right bike and its perfect adjustment. Also discussed are the mechanical aspects of your bike in non-technical language, hands-on experience in rudimentary bike maintenance and repair, as well as basic tool, clothing, equipment selection, fitness and riding techniques.
Instructor: Greg Breau has led adult bicycling tours of varying distances and durations in many countries. He has 17 years cycling experience and is currently Executive Director of Willowridge Training Inc. (a school for bicycle mechanics employing 20 people).

Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $31.00
April 21 to May 12

Bicycle Touring CES 855

This course prepares all levels of cyclists for a variety of touring experiences. Topics include: touring solo and in groups, choosing the proper bike, selecting clothing and equipment, planning and training for your first tour, efficient tool selection (and how to use them), physical fitness and nutrition, cycling safety and techniques, plus how to get started as a tour leader. Several examples of European and North American routes will be analyzed.
Instructor: Richard Weiss has been leading adult cycling tours in Europe and North America for 12 years. He has led bicycle maintenance workshops in Canada and the U.S., and has written articles on leadership training for the Sierra Club and private organizations.

Thurs. 7 to 9:30 p.m. St. James Campus
7.5 hours Fee: $30.00
April 23 to May 7

Sports and Fitness

General Fitness FIT 800

Course Content: This is a co-educational fitness program designed to improve all components of your physical fitness. Each class is accompanied by music and concentrates on your cardiovascular system, as well as your strength, flexibility and muscular endurance.

Mon. and Thurs. 7:30 to 8:30 p.m.
Casa Loma Campus 28 hours Fee: $53.00
April 20 to July 27

Advanced Fitness FIT 809

This course is designed to meet the need for a more intensive workout. While classes concentrate on strength, flexibility, muscular endurance and the cardiovascular system, students perform at a much more intensive level than General Fitness FIT 800.

Mon. and Thurs. 8:30 to 9:30 p.m.
Casa Loma Campus
28 hours Fee: $55.00
April 20 to July 27

Introduction to Fitness Instruction FIT 900

This course, run in collaboration with the Jewish Community Centre (on-site at their northern branch, 4588 Bathurst Street), is designed to develop skills in fitness leadership.
Students cover such topics as basic physiology; anatomy and its application to exercise; contraindications; components of a fitness class; the role of leadership; basic nutrition, and senior adult fitness. Students may register in person at George Brown, Casa Loma Campus Admissions Office, or by mail, using the mail-in registration form.

Wed. 7 to 10 p.m. 4588 Bathurst St.
30 hours Fee: $37.50
April 1 to June 3

Yoga YOGA 800

The scientific technique of traditional Yoga presented in this course will cover physical culture Asana; Pranayama — breathing; meditation — mind-training. This ancient technique concentrates on individual-self-development for perfect physical and mental well-being. It is strictly individual and teaches methods for independent use.

Wed. 7 to 9 p.m. Casa Loma Campus
24 hours Fee: $48.00
April 8 to June 24

Tai Chi HEAL 800

Tai Chi is an ancient Chinese exercise form consisting of a series of controlled, flowing movements designed to strengthen muscles and ligaments, improve circulation, increase flexibility and reduce stress. This course is designed to introduce basic principles and movements. It is presented in co-operation with The Toronto Tai Chi Association and is designed for people of all ages and levels of fitness.

Tues. 6 to 8 p.m. Nightingale Campus
16 hours Fee: $42.00
May 5 to June 23

Tennis (Beginners) TENN 800

Enrolment is limited and students are encouraged to register early.
Course Content: Learn the art of playing tennis. A beginning game of tennis requires skill on four basic strokes — forehand, backhand, volley, serve — plus footwork.

Fri. 6 to 8 p.m. or 8 to 10 p.m. St. James Campus
16 hours Fee: $45.00
March 27 to May 22

Tennis (Intermediate) TENN 802

Enrolment is limited and students are encouraged to register early.
Focus is on skills in volleying, different hits, footwork and methods of analyzing the sport.

Mon. 6 to 8 p.m. or 8 to 10 p.m. or Wed. 6 to 8 p.m.
St. James Campus
16 hours Fee: $45.00
March 23 or 25 to May 11 or 13

Tennis (Advanced) TENN 804

Enrolment is limited and students are encouraged to register early.
Course Content: Focus is on advanced knowledge and skills in tennis, with special attention given to forehand, backhand, serving and tennis strategy.

Wed. 8 to 10 p.m. St. James Campus
16 hours Fee: $45.00
March 25 to May 3

Harbourfront Canoe School

Canoeing

Harbourfront Canoe School & George Brown College — Weekend Canoe Skills Certification CES 871

This two-day program provides all successful participants with the Ontario Recreational Canoeing Association's certificate. The course offers a number of levels which are suitable for the NOVICE to EXPERT canoeist. Day one develops an intimacy between canoe and participant on Harbourfront's beautiful and safe outdoor pond. Day two is spent developing your new skills amongst the Toronto Islands. Portaging techniques, map and compass use, equipment selection and tandem and solo paddling techniques are only some of the topics covered.
Instructor: Steve Magee and staff.

Sat. & Sun. 9:30 a.m. to 4:30 p.m.
Register at St. James Campus
Courses to be held at: Harbourfront, behind York Quay Centre. 235 Queen's Quay W.
14 hours Fee: $60.00
May 9 & 10, June 6 & 7, June 20 & 21, July 4 & 5

Harbourfront Canoe School & George Brown College — Weekend Canoe Trip CES 872

Prerequisite: Canoeing experience or Weekend Canoe Skills Certification
This weekend canoe trip is designed to teach canoeing safety and skills and to introduce edible wilds, tree and plant identification, Canadian shield geology, outdoor cooking, and map and compass work. Participants travel north to the edge of Georgian Bay where they'll portage, canoe and camp in a jewel of a lake with no cottages. Food, transportation, canoes and texts are supplied.
This weekend is directed by Steve Magee, director of the Harbourfront Canoe School, Vice-president of the Canadian Recreational Canoeing Association, director of the Kanawa International Canoe Museum and co-author of Ontario's canoe certificate program.

Sat. & Sun. 8:30 a.m. to 8:30 p.m.
Register at St. James Campus
24 hours Fee: $130.00
August 15 to August 16

HARBOURSIDE — GEORGE BROWN COLLEGE BASIC SAILING SCHOOL

HARBOURSIDE SAILING SCHOOL

BASIC CRUISING STANDARD COURSE CES 870

Specifically designed to blend theory and practice to maximize your learning and enjoyment, this course includes 8 hours of lectures alternating with 18 hours of sailing. Curriculum includes: nautical terminology, skipper responsibilities, safety equipment and procedures, government regulations, weather, sail theory, docking under sail & power, anchoring, boat maintenance and how to buy a boat.

Intensive sailing exercises enable the beginner to "skipper" on the 5th sail. The course ends with a relaxing cruise around the Toronto Islands.

By writing the Canadian Yachting Association Basic Cruising Standard exam a nationally recognized certification is obtained. All this is part of the course which includes a text book, C.Y.A. log book and all materials necessary to be successful.

Safe
The school boats are 24-foot Bluenose sloops, and you spend 2/3 or your time with us sailing them. They have motors, comfortable cockpits and will not tip over. An instructor is always aboard to give individual attention.

Convenient
Located in downtown Toronto in the Harbourfront Nautical Centre, 283 Queen's Quay West, just west of Pier 4. The Spadina 170 bus stops across the street or walk west from the Queen's Quay Terminal. There is parking beside the School, or ride your bicycle.

CYA Certification
The Canadian Yachting Association (CYA), sailing's sport governing body, has designed standards and tests for cruising sailors and Harbourside. George Brown students write the Basic Cruising Standard exam as part of the course.

Staff
All instructors are CYA certified. They're excellent sailors who stress safety and simplicity in their methods. You'll find them patient, understanding and enthusiastic.

TO REGISTER

By Mail
Use the registration form at the back of this directory (see page 3 for complete details). Mail the completed form to Harbourside — George Brown College Basic Sailing School. (see address below).

By Telephone
If you hold a VISA, you may call 368-4000 to register.
Telephone registration is available Monday through Friday, 10 a.m. to 5 p.m.

In Person
You can pay by cash, personal cheque, VISA, Monday through Friday, 10 a.m. to 5 p.m. at: **Harbourside — George Brown College, Basic Sailing School, 283 Queen's Quay West, Toronto, Ontario, M5V 1A2.**

TRANSFERS AND CANCELLATIONS

One change of date is allowed, there is a charge for subsequent changes. Fees will be refunded up to 30 days prior to the course except for a $25.00 service charge, $100.00 up to the course start.
Fee: $330.00

No fees are refunded after the course has begun.

For further information, please call **368-4000.**

Harbourside — George Brown College Basic Sailing School
1987 Schedules

Saturdays and Sundays for 2 weeks 9 a.m. - 5 p.m. each day
Courses start: May 2, May 23, June 6, June 20, July 4, July 18, Aug. 5, Aug. 22, Sept. 12

Monday and Wednesday weeknights for 4 weeks 6 - 9 p.m. each evening
Courses start: May 11, June 15, July 20

Monday to Thursday weeknights for 2 weeks 6 - 9 p.m. each evening
Courses start: May 18, June 1, June 15, July 6, July 20, Aug. 10, Aug. 24.

Monday to Thursday weekdays for 1 week 9 a.m. - 5 p.m. each day
Courses start: May 11, May 18, June 1, June 15, June 29, July 6, July 13, July 20, July 27, Aug. 3, Aug. 10, Aug. 17, Aug. 24.

Coaching

National Coaching Certification Program, Level I Coaching Theory HS 700

This course is offered in co-operation with the Sports and Fitness Branch, Ministry of Tourism and Recreation, and is designed to train and educate amateur coaches. The course provides a systematic way to improve knowledge and skills in the theory of coaching. Course content covers such topics as: role of the coach; sport psychology; how the body works and grows; skill analysis; sport safety; teaching skills and practice planning. While a Level I Theory Certificate is awarded upon successful completion of this course, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for Certification.

Mon. and Wed. 6:30 to 9:30 p.m.
Sat. 9 a.m. to 5 p.m.
Casa Loma Campus 14 hours Fee: $10.00
March 23 to 28

National Coaching Certification Program Level 2, Coaching Theory HS 701

Prerequisite: Level I
This Level 2 course covers such topics as: role of the coach; group goal-setting with athletes; training methods; nutrition and sport performance; sport psychology; care of sports injuries; advanced skills teaching; skill analysis and seasonal planning. A Level 2 Theory Certificate is awarded upon successful completion of this course. As in Level I, participants are encouraged to contact the Ontario Sports Administrative Centre at 495-4000 for additional information on how the "Theory", "Technical" and "Practical" components can be combined for this Certification.

Fri. 6 to 9 p.m.
Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
21 hours Fee: $20.00
April 3 to 5

The Great Outdoors

Birds of Southern Ontario: A Field Study CES 826

This field-oriented course is an introduction to some of the 300 species that pass through Southern Ontario each spring. An introductory indoor session is followed by weekly field trips, including: Grimsby-hawks; Whitby-shorebirds and ducks; Niagara River-gulls. Participants must supply their own binoculars and a suggested field guide. Car pools to be arranged.
Instructor: George M. Fairfield has been birding for more than 40 years in Southern Ontario. He is past chairman of the Toronto Bird Observatory and a member of the Toronto Ornithological Club.

Field trips: Sat. 10 a.m. to 2 p.m.
Classroom: Thurs. 6:30 to 10:30 p.m.
St. James Campus
32 hours Fee: $78.00
April 16 to June 13

Edible Wild Plants CES 829

What are considered noxious weeds such as dandelions, burdock and milk weed by most gardeners can be prepared into meals that are considered exquisite, nutritious gourmet delights by others. Learn how to identify, harvest and prepare some commonly found edible wild plants both for freezing and cooking. This course covers the pioneer uses of plants, good conservation practices and wilderness survival. There is classroom instruction, "hands-on" cooking and tasting experiences and field trips in and around Toronto.
Instructor: Ann Veronica Chesworth

Sat. 10 a.m. to 4:30 p.m. Casa Loma Campus
12 hours Fee: $47.00
May 23 to 30

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Ontario Hunter Safety Course CES 811

A preparatory course to writing the Hunting Licence Examination of the Ontario Ministry of Natural Resources. The course is mandatory for all applicants who cannot provide proof of previous hunting experience. The course includes: an introduction to hunter safety and ethics; gun parts; gun carries (safety and control); game laws and regulations; hunter, farmer, landowner regulations; game identification; methods of hunting; ammunition identification; field handling (fences, obstacles, punt, vehicle); firearms and boat safety. The course concludes with a mock examination similar in style and content to the Hunting Licence Examination.
Students should purchase text prior to first class.
Instructor: Doria Ciallella

Mon. and Wed. 7 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $55.00
April 27 to May 20 or June 1 to 24

Wildflowers of Southern Ontario GARD 819

An introductory course in identifying the wildflowers, trees, shrubs and ferns of Southern Ontario. Colour slides and field guides reinforce the hundreds of species studied. A half-day field trip is scheduled. (Date may vary depending on spring flowering season.)
Instructor: James L. Hodgins has co-authored *'Flowers of the Wild: Ontario and the Great Lakes Region.'* and *Wildflower Gardening in the Great Lakes Region.'* He is a Director of the Federation of Ontario Naturalists and Editor of *WILDFLOWER* magazine.
Recommended Text: *'A Field Guide to Wildflowers'* by R. T. Peterson and M. McKenny, Houghton Mifflin Co. Boston. 1968. 420 pp.

Tues. and Sun. Classroom: 7 to 9 p.m. (Tues.) Field trip: 10 a.m. to 2 p.m. (Sun.) St. James Campus
14 hours Fee: $45.00
Classroom: April 21 to May 19
Field trip: May 17

Fly Casting CES 849

This four-evening course is designed for the novice fisherman who wants to learn how to fly cast properly. Topics include: selecting proper tackle; balancing of equipment; leaders; how to fly cast; and tips on how to improve your fishing skills. (If you have a fly casting outfit, please bring it to class, if not, we will loan you one for the course.)
Instructor: Peter Edwards is Manager and Coach of Canada's National Casting Team and Executive Director of the Toronto Sportmen's Association.

Tues. 7 to 9 p.m. St. James Campus
8 hours Fee: $37.00
May 5 to 26

Astronomy

Introduction to Astronomy — CES 832

This course familiarizes the student with the night sky. Topics covered include: observing objects in the solar system; the moon, sun and planets, stars and planispheres; observing tools such as telescopes and cameras, and space exploration — past, present and future. Weather permitting, classes are held outside where actual observing takes place with a telescope, binoculars and the naked eye. Visits to a local Planetarium and the Dunlap Observatory, Richmond Hill are planned.
Instructors: Bruce Renton and Phil Mozel

Wed. 7:30 to 9:30 p.m. Casa Loma Campus
20 hours Fee: $68.00
April 22 to June 24

Gardening

Gardening in the City — GARD 804

This course is designed to introduce the novice gardener to all aspects of the craft and science of gardening. Particular emphasis is placed on spring garden preparation including: general pruning of trees, shrubs and bushes; planning and planting a vegetable garden; annuals and perennials; spring care of lawns; and general pest, disease and weed control.
Instructor: Marion Jarvie is a horticulturist and consultant with 8 years experience as an Accredited Horticultural Judge. She has co-hosted a 13 week gardening show on Classicom Cable TV, Richmond Hill.

Mon. 6:30 to 9:30 p.m. St. James Campus
12 hours Fee: $44.00
April 13 to May 11

Home Landscaping — NEW — GARD 808

Instruction on planning, beautifying and maintaining your property. This course will help both novice gardeners and those already gardening. It will include design of garden; siting and care of trees, shrubs, roses, flowers and vines also correct areas for vegetable gardens. The latest information on materials for patios, rock gardens, paths, steps and hedges or fences. Soil preparation and improvement with composting and mulching. Propagation techniques, or how to make new plants by seeding, cuttings, layering and grafting. Students should bring drawing pads, sharp pencils, eraser, ruler and notebook.
Enrolment limited.
Instructor: Marion Jarvie

Thurs. 6:30 to 9:30 p.m. St. James Campus
18 hours Fee: $66.00
April 16 to May 21

Gourmet Gardening — GARD 821

How to raise vegetables, fruits and herbs. Topics covered include: buying seeds from catalogues and other sources; where to buy plants; how to plant in containers on patios, decks and balconies; designing a planting program for maximum yield; how to interplant early and late varieties; planting and care of soft fruit and fruit trees; pruning techniques and spraying schedule; and harvesting, storage and freezing.
Instructor: Marion Jarvie

NEW

Wed. 7 to 9 p.m. St. James Campus
8 hours Fee: $37.00
April 15 to May 6

Music

Introduction to Guitar: A Survival Course for the Beginner — CES 834

This course is designed for those who wish to learn to play the guitar. Students learn its history, the mechanics of holding and tuning; the principles of chord changing and basic note reading. An ensemble work is rehearsed by the class and group work is encouraged.
Instructor: Jonathan Earp teaches at the Eli Kassner Guitar Academy and is an instructor in solo classical guiatr performance at Brock University in St. Catharines.

Tues. 7 to 9 p.m. Casa Loma Campus
20 hours Fee: $68.00
April 21 to June 23

The Synthesizer and Electronic Sound Creation — CES 841

This course deals with the theory and practical use of the synthesizer in contemporary music and sound creation. The student looks at the history and evolution of the synthesizer, how sounds are created and emulated, additive and subtractive synthesis, FM sound creation, the differences between analog and digital systems, PCM digital sound recreation, digital sampling, and the newest technological development, MIDI interfacing.
Instructor: David Mark Smith is a professional recording artist and has written, recorded and produced two albums.

Mon. 7 to 9:30 p.m. St. James Campus
20 hours Fee: $68.00
April 27 to June 22

Toronto Classical Music Landscapes — CES 843

Centring on a survey of the history of music — featuring lectures, discussions, recordings and live concerts — you learn about musical forms, instruments, vocabulary and the works of the great masters from the Middle Ages to the 20th century. Topics will include the history of the modern orchestra, how an orchestra works, the role of the conductor. In addition to regular classes, this course includes attendance at four concerts by the world-class Toronto Symphony in Roy Thomson Hall.

Thurs. 7 to 9 p.m. class nights
8 to 10 p.m. concert nights
St. James Campus
22 hours Fee: $68.00
Materials: (Symphony tickets): $80.00
April 23 to July 2

The Roots of Rock 'n' Roll — CES 839

This course is a chronological examination of the progression of music from the early 1950s to the early 1980s. Special attention is given to: The birth of rock and roll: Rock's first era, 1955-59; The "British Invasion" of the mid 60s; Mixed bag of the 70s, as well as the changing technology and social attitudes.
Instructor: Roger Ashby — morning announcer on 104 CHUM-FM. As well, he is host of the Sunday Morning Oldies Show, 9 to noon on CHUM-FM and has produced two CHUM films including the History of Rock.

Tues. 6:30 to 8:30 p.m. Casa Loma Campus
16 hours Fee: $52.00
April 21 to June 9

Make Up

The Art of Make-Up — CE 868

Through practical development of a personalized basic beauty routine, learn how to correctly handle the skin. Topics include: product types, textures and effectiveness on different skin types and individual skin needs in the areas of special treatment.
The basics of colour theory and make-up techniques establish guidelines for choosing and applying background and accent make-up.
Instructor: Aurelia Fennema has worked for many years as a consultant and demonstrator of new make-up lines for cosmetics companies.
Students should bring face cleansers, hand mirror and a pair of tweezers.

Sat. 1 to 4 p.m. St. James Campus
12 hours Fee: $48.00 Materials: $5.00
May 9 to 30

Career Oriented Courses

Advertising Design — ADES 902

Course Content: This course will cover past history and present trends of commercial art/graphic design.
The students will design and prepare camera-ready art for a number of projects at an advanced level including print media advertisements, logo designs and their application to stationery, package design, promotional design, typographical design and basic photography. For the preparation of camera-ready art work the student will operate a stat camera and IBM composer.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50 Materials: $20.00
April 29 to August 5

Retail Advertising Layout — ADES 905

Prerequisite: Interest in Commercial Art and the ability to draw.
This course introduces the practical, day-to-day aspects of the craft of the retail advertising layout artist and answers the questions, "What is it like to be a layout artist for the retailer?", and, "What does it take to be successful?" Explains how to get ideas, produce rough renderings, comprehensives and finished layouts; how to make the written word visual (structuring a layout from the information given on an advertising requisitions); the importance of merchandising, timing, production deadlines and constant last-minute changes; how to deal with buyers, studios, art directors, production managers and advertising directors; how to fend off interference from well-meaning people who should not be involved in the layout process. There will be a wide variety of weekly assignments which will enable the student to gauge abilities and progress.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
April 28 to July 28

Airbrush Techniques — AIRB 901

Course Content: For both beginners and advanced students. Students will learn the fundamental working procedures as well as advanced airbrush techniques as used in today's illustrations. The student will also learn through many examples and demonstrations from the setting up of equipment and actual operation of the airbrush. The many specialized applications in rendering and retouching will be taught. Projects will include: Illustration, Product Rendering, Advertising Illustration. Students should supply their own airbrushes.

Tues. & Wed. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50 Material Fee: $25.00
May 5 to June 17
Limited enrolment.

Summer Cartooning Workshop — NEW — CART 800

Prerequisite: Drawing ability.
This course is for persons with some experience. Cartooning is effectively used in business in all forms of advertising, sales promotion and in the entertainment field. Various cartooning techniques are taught including creation of characters, conventional signs of cartooning and how to draw caricatures.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $79.50
April 29 to July 8

Computer Graphics — COMP 800

This course offers hands-on experience in page creation using videotex computers. Students learn how to access the computer and initiate the various creation modes. Students are encouraged to design and create their own computer graphics. Completed projects are stored on a disc. At the end of the course, students receive hard copy of their projects in the form of 35mm slides. Limited enrolment.

Wed. 6:30 to 9:30 p.m. or
2 weeks Mon. to Fri. 9 a.m. to noon
St. James Campus
30 hours Fee: $239.00 Lab: $20.00
April 1 to June 3 or June 8 to 19

Interior Design — NEW — DES 802

A practical course for persons interested in interior design and decoration of their homes and apartments. Topics covered are: floor plans, colour schemes, furniture layout in rooms and leisure areas, lighting, kitchen design and fabrics. Selection of furniture, drapes, carpets and other accessories for all rooms. There will be field trips plus basic exercises and projects. Exterior design will be covered for patios, sun porches and decks, etc.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $78.00
April 29 to July 8

Contemporary Magazine Design & Layout DES 900

Prerequisite: Basic design skills and interest in contemporary magazine design.
Course Content: This is a comprehensive course for the artist/designer interested in furthering his/her knowledge and skills in contemporary magazine design, layout and production. Areas covered include editorial layout, scheduling, production and deadlines. Actual magazines are re-designed, and students are encouraged to design new formats and systems for magazines using type, photographs, illustration and graphics.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
April 30 to July 30

Summer Illustration Workshop NEW ILLS800

Prerequisite: Basic drawing skills.
Students' drawing skills are developed through reference material and the individual's imagination as it relates to human characteristics and the figure. Students study proportions and execute a series of projects resulting from this exercise. Pencil, pen and ink are used to create these black and white illustrations. Commercial applications using various media and techniques are also explored.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $76.50
April 30 to July 2

Summer Life Drawing Workshop NEW LIFE 800

Prerequisite: Drawing ability.
A traditional approach to the human figure through progressive steps of gesture, contour and diagramatic drawing. In addition, the course utilizes the nude and costumed figure for composition, proportion and expression.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $90.00
April 28 to June 30

Summer Marker Rendering Workshop MARK 800

Prerequisite: Drawing ability.
During this workshop, students learn the correct use and the various methods of handling felt-tipped markers as they apply to layout and design problems. Both graphic and photographic rendering are explored. The effective application of marker colours for shading and rendering is taught, such as the realistic presentation of glass, metal, clothing and food, etc.

NEW

Tues. 6:30 to 9:30 p.m.
St. James Campus
30 hours Fee: $90.00
April 28 to June 30

Portrait Painting PAIN 904

Prerequisite: Basic drawing knowledge.
Course Content: This course is designed for beginners as well as for advanced students. Instruction will be given in anatomy and colour mixing pertinent to portraiture. Students will work from models in any media they choose (oil, tempera, acrylic, water colour or pastel).

Mon. & Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
June 1 to July 20

Painting and the Illustrator PAIN 905

Contemporary illustration has its sources in the vital painting movements of the 20th century. An exploration of these movements is part of this course, helping to extend the student's ability to think and image visually. Illustration projects are completed involving watercolour, tempera, gouache, acrylics and oils. The student is encouraged toward a personalized style and develops a deeper knowledge of illustration through painting.

Wed. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
April 29 to August 5

Studio Management STBM 900

Prerequisite: Knowledge of design and freelance experience.
Course Content: This course is designed for the freelance designer, staff artist or beginning designer who is interested in running his/her design office profitably. Business aspects of design are extensively covered: pricing, invoicing, purchase orders, taxation, etc. The organization of an office, use of forms, establishing purchase order numbers and invoice numbers are also investigated

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
April 29 to July 8

Photography

Introduction to Photography PHOT 800

The course offers a practical approach to the subject, and involves the student in camera work, developing, printing, dry-mounting and other techniques.
Illustrated talks cover — camera lenses, f stops and shutters, basic lighting techniques, filters and darkroom layout, etc.
Owing to student demand, this course is run several times each year, but early registration is recommended.

Mon. or Tues. or Wed. or Thurs. or Fri. 6:30 to 9:30 p.m. Saturday 1 to 4 p.m.
St. James Campus 30 hours Fee: $58.00
Lab: $20.00
April 6, 7, 8, 9, 10 or 11 to June 15, 9, 10, 11, 12 or 20

Intermediate Photography PHOT 801

Prerequisite: PHOT 800 or equivalent course or level of comprehension.
This course is designed to improve the student's composition and technical ability. Classes will include lectures and discussions on improving negative quality through proper exposure, development and handling, use of different lenses, filters and different light. Darkroom controls and techniques are applied and practised to improve print quality. Exercises and assignments are given to develop the student's ability to visualize and compose. The student will learn to spot and mount finished work. Colour is discussed in theory and a colour transparency assignment is given. Students should expect to spend up to $50.00 on materials, as they must supply all their own film and paper. The College provides all processing solutions.

Mon. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $56.00 Lab: $15.00
April 27 to August 10

Photographic Black and White Print Workshop PHOT 922

This workshop provides instruction and hands-on experience for those students interested in developing good black and white printing skills. Each student is instructed in the fundamentals of black and white printing techniques with a maximum amount of time available for extended darkroom work. Although beneficial, previous darkroom experience is not required.
Limited Enrolment.

Tues. and Thurs. 6 to 9 p.m.
St. James Campus 45 hours Fee: $56.25
Lab: $25.00
June 9 to July 28

Photographic Composition in Colour Slide Production PHOT 923

This course is designed for people with or without previous experience in photography. Using colour slide material, the student develops technical and aesthetic skills through an extended analysis of photographic composition. Students are encouraged to consider their camera's technical controls (framing, depth of field, and motion) as aesthetic controls to be used toward a full understanding of visual form. After considering photographic composition in the single frame, students build upon that understanding through the development of a sequence of photographs.

Sat. 1 to 4 p.m. St. James Campus
30 hours Fee: $37.50
April 25 to July 4

Fashion Photography Workshop PHOT 924

Prerequisite: Advanced Photography PHOT 802 or equivalent experience.
This course is designed for students who have basic photographic skills. The student photographs both professional and amateur models under a variety of outdoor conditions and settings involving beach, water, parks, sunsets and public building exteriors. Students study lighting techniques for photographing in open shade, bright sun, cloud cover, and rain, with a minimum of equipment. Students work with and supply their own colour negative film and black and white film. Students should be prepared to present a portfolio on the first class.
NOTE: Weekend studio dates and hours will be established in the first class.

Sat. noon to 3 p.m. St. James Campus
25 hours Fee: $31.25 Lab: $45.00
May 9 to 23 or June 6 to 20

NOTE: First class will be at St. James Campus. Subsequent classes will be on location.

Creative Black and White Printing PHOT 925

Prerequisite: Film processing experience and familiarity with current materials.
This course is for those wishing to have more creative control in producing fine photographic prints. Materials used in printing, such as paper types, developers, fixer types, washing aids and washers are reviewed. Methods to control contrast, such as selecting the proper negative, choosing a light source, paper grades and controlling print colour are investigated. The course also covers the final steps leading up to framing the print, archival processing techniques, dry mounting and matting.
Limited Enrolment.

Sat. 10 a.m. to 1 p.m. St. James Campus
45 hours Fee: $52.50 Materials: $20.00
April 25 to August 15

Photography in Advertising PHOT 929

This course is designed for those with an interest in commercial photography and, more specifically, those working in the graphic arts industry. Designers, layout artists, art directors, etc., who are required to understand the photographic process and work with photographers, learn through lectures, demonstrations and field trips the limitation of photographic reproduction. Topics include camera format, lighting, photographic materials, the photographic session and the technical attributes of the photograph.

Tues. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
April 14 to June 16

SUMMER GRAPHIC DESIGN WORKSHOP
JULY 6 - 31, 1987

Think you can draw?
Learn more about yourself and whether you're suited to a career in the highly competitive and challenging world of graphic design through a special new four-week summer program at George Brown College.

Considering a career in graphic design?
Professional designers and illustrators will be your teachers and counsellors during this intensive workshop session.

No previous graphic design experience is necessary for you to be part of this program. If you have the ability to draw and an interest in graphic design, you qualify to register.

Want to explore your creative potential?
You'll learn marker rendering techniques, typographical design, principles and theory of design, illustration and create art to the camera-ready stage.

Your classes take place at George Brown's St. James Campus, in the heart of Toronto's advertising and graphics community.

For more information about this workshop, please call the Visual Arts Department — 967-1212, ext. 3318 or 3319.

Photography: The Creative Challenge PHOT 930

Prerequisite: Intermediate to Advanced Photography.
This course is for intermediate to advanced graduates from other photography courses who would like to develop their sense of seeing, while having some fun doing it. It is a chance to learn to break past the technical rules, and develop your creative sense and emotional responses through photographs. Very little technical material will be dealt with during these classes although questions on all subjects will be welcome.
The course will take the format of a weekly workshop in which class meets on location each week and returns to the classroom later on for review of the former week's images. Each student should have a 35mm camera and tripod. This is a non-studio course concerned with producing colour 35mm transparency images.

Wed. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
April 22 to June 24

High Resolution 35mm Photography PHOT 934

Prerequisite: PHOT 801 — Intermediate Photography or equivalent experience.
In this course students learn that the typical 35mm camera is capable of very sharp detailed pictures; this potential is rarely realized.
The course concentrates on squeezing as much performance as possible from the small camera format, from simply getting sharper snapshots to true high resolution photographs suitable for critical, technical applications. Students learn exactness and patience.
Topics covered include: fine grain films, B&W and colour: developing for sharpness, cameras and lenses, lighting and flash, printing for maximum resolution, close up photography.

Fri. 6:30 to 9:30 p.m. St. James Campus
24 hours Fee: $30.00 Material Fee: $15.00
April 3 to May 29

Elements of Photographic Design NEW PHOT 937

Prerequisite: PHOT 801 or equivalent course or level of comprehension
This course provides the intermediate level student with information which helps to address the issues of creativity and esthetics as they apply to their photographs. It asks the student to consider the meaning of the subject selection, to examine all the visual attributes of a scene, to utilize and arrange those which best convey a sense or meaning so that a meaning can be grasped. An understanding of the use of the visual elements, such as shape, texture, form and colour is acquired through a step-by-step program of assignments and workshops. The course covers the principles of design which a good photo relies upon. Topics include proportion, rhythm, balance, perspective, and highlighting of the subject.
NOTE: Students will require a 35 mm camera and a supply of colour negative film.

Thurs. 6:30 to 9:30 p.m. St. James Campus
30 hours Fee: $37.50
April 30 to July 2

Video

Videography — Basic and Advanced Camera PHOT 927

This course offers hands-on experience in video formats, features, connections and applications through this interesting and informative course. Topics for discussion and demonstration include VHS and Beta vs 8 mm; basic video image production; video tape; video tape editing; video cameras; lighting for video; special effects; and post-production techniques.

Mon. 6:30 to 8:30 p.m. St. James Campus
16 hours Fee: $52.00
April 20 to June 8

Dental Technology

Full Denture Construction for the Edentulous Patient DENT 941

Prerequisite: Clinical or background in full denture construction.
This course demonstrates the steps required to construct full upper and full lower dentures for the edentulous patient. The instructor demonstrates the clinical procedure on a patient and covers the following steps: diagnosis, treatment plan and prognosis; preliminary impressions; border molding custom trays; final impressions; bite registration and face bow transfer; try-in; clinical remount and insertion. The laboratory procedure covers the following steps: pouring preliminary impressions; construction of custom trays; construction of occlusal rims; articulation; set-up; laboratory remount; flasking; boil-out; packing; selective grinding and polishing. Students participate in the laboratory component by doing a complete denture set-up from duplicate preliminary and final impressions.
Students are expected to bring laboratory tools, an articulator and a set of teeth for setting-up.

Sat. 8 a.m. to 5 p.m. Casa Loma Campus
36 hours Fee: $45.00
April 4, 11, 18 and 25

R.D.T. Examination Preparation Course NEW DENT 937

Through a series of Saturday sessions, students are able to complete a mock R.D.T. examination. The course is designed for those who are registered to write this Spring and all applicants must show proof of registration.

Sat. and Sun. 9 a.m. to 5 p.m.
Casa Loma Campus
30 hours Fee: $37.50 Materials: $15.00
May 2 to May 10

Dental Technology Workshop

Precision Attachments DENT 917

This course is designed to give an overall understanding of the function and work flow of different precision attachments, with emphasis on the crown & bridge phase. Participants should presently work in the crown and bridge department or have done so in the past.

Fri. 6 to 10 p.m. Sat. 9 a.m. to 5 p.m.
Casa Loma Campus 12 hours Fee: $129.00
April 24 and 25

Dental Assisting Certificate

This program is offered jointly by the Health Science Division, Continuing Education Departments of George Brown and Seneca Colleges. It is designed to enable a working Dental Assistant to complete the required courses leading to a certificate in Dental Assisting in a three year period. Every course will be offered over the 3 year period. Students should undertake only some of the subjects offered in any year with the objective of completing the program in a maximum of five years.
Applicants should have an Ontario Secondary School Graduation diploma with credits in biology and chemistry in Grade 11 or 12, or equivalent, and typing at 30 w.p.m.
The following courses must be completed in order to obtain the certificate.
Human Biology BIO 102X
Introductory Psychology PSY 171
Pre-Clinical Techniques PCT 101X
Dental Materials DENT 106X
Microbiology BIO 104X
Oro-Facial Anatomy ANAT 102X
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X
Language & Communications ENG 193

Evening courses offered in the 1987-88 academic year include:
Introductory Psychology PSY 171
Dental Radiology DENT 109X
Dental Office Procedures DENT 117X
Language & Communications ENG 193
Preventive Dentistry/Oral Pathology DENT 104X
Pharmacology & Emergency Care PHAR 102X
Nutrition NUT 101X
Application forms and information materials may be obtained by calling Anita Madrus at 967-1212, ext. 2442. Students may register for courses upon receipt of a letter of acceptance into the program. Students are encouraged to register early.

Continuing Education for Dental Assistants and Hygienists

Dental Materials Refresher DENT 942

Prerequisite: Currently working as a Dental Assistant or intending to return to active practice. This course is designed as a refresher course for Dental Assistants. It provides hands-on experience in the use of restorative materials currently used in the dental office. The course provides theory and practice in the following: amalgams, resins, cements and impression materials. This course is designed as a refresher course and should not be seen as a substitute for the Dental Materials course in the Dental Assisting Certificate Program.

Mon. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $15.00
April 20 to May 11

Dental Radiography: Theory and Technique DENT 933

Prerequisite: Working in a dental office and basic understanding of oral facial anatomy and X-ray physics. This theory and practice course is designed to review the principles and application of dental radiography.
The course focuses on radiation safety measures and concentrates on skill development in short-cone bisecting and long-cone paralleling techniques.
This course is of interest to those wishing to become eligible for H.A.R.P. certification.

Sat. 9 a.m. to 5 p.m.
Casa Loma Campus 45 hours Fee: $56.25
March 28 to April 25
May 2 to May 30
***SUBJECT TO CHANGE.**

Parallel Technique in Dental Radiography DENT 921

Prerequisite: Certified Dental Assistant or Registered Dental Hygienist and completion of a recognized course in radiation safety.
Course Content: This course provides the student with a review of the terminology in dental radiography; a review of patient protection from exposure to radiation; an explanation of the advantages and disadvantages of the "parallel technique" of taking radiographs. The course also offers instruction in, and classroom time to produce an acceptable full-mouth radiographic survey including processing and mounting of the x-rays.

Thurs. 6:30 to 9:30 p.m. Casa Loma Campus
12 hours Fee: $86.00
April 30 to May 21

Scaling and Root Planing for the Dentist DENT 943

Prerequisite: D.D.S.
This 15-hour course is designed to focus on basic scaling and root planing skills. The course emphasizes knowledge and skills in Gracey instrumentation and instrument sharpening, and dental practitioners perform root planing on periodontally involved patients. The course format is as follows:
Thurs.: 6:30 - 9:30 Lecture
Fri.: 9:00-12:00 and 1:00-4:00 Clinics
Sat.: 9:00-12:00 and 1:00-4:00 Clinics
Dental practitioners are responsible for providing their own instruments and patients.

Thurs. evening, Fri. (all day) and Sat. (all day)
Casa Loma Campus
15 hours Fee: $208.00
April 9 to April 11

GEORGE BROWN COLLEGE IN COOPERATION WITH THE ROYAL COLLEGE OF DENTAL SURGEONS OF ONTARIO

Dental Hygiene Refresher Course DENT 932

This two-week, full-time course is designed to meet the needs of the Dental Hygienist who is considering a return to active practice or who is upgrading skills and knowledge in preparation for the Out-Of-Province licensing examination. The course will provide the opportunity to review current dental knowledge and to refine clinical skills. Course content is comprised of up-to-date lectures, electives and patient-dental clinics.

July 6 to 17 Casa Loma Campus
Fee: $364.00 Class size: 20 students maximum
Registration Deadline: June 15, 1987

***For further information,* please contact Evie Jesin any Monday or Wednesday 967-1212, ext. 2229/2504.**

Clinical Course for R.C.D.S. Hygiene Examination RCDS 900

The primary purpose of this course is to provide an opportunity for students to maintain their clinical skills while preparing to take the R.C.D.S. examination. Students work with patients and follow George Brown protocol. Consent forms must be completed by patients and all medical histories and forms must be checked and signed by the supervising D.D.S. Final evaluations of the scaling and the rubber cup polish are done by a faculty dental hygienist.

Clinic Hours: 9:00 a.m. to 12:00 p.m., 1:00 p.m. to 4:00 p.m.

Orientation & Sterilization of Instruments: 9:30 a.m. to 12:00 p.m., July 20, Rm. 402, 175 Kendal Avenue.

Instruments & Supplies:
Students must provide their own instruments. Individual kits will be sterilized on July 20 a.m. for the p.m. clinical session.
All clinical facilities, sundries and supplies will be provided during clinical sessions.

Decorum:
Full clinical dress, including nametags.

Patients:
July 20 *only.* Patients will be booked for the p.m. session for each student. Students must book their own patients for all subsequent clinics.
George Brown College cannot guarantee patients for each clinical session, but students will be allowed to draw from a patient pool and have access to patient files.

Fee: $260.00. Limited enrolment.
July 20 to 24

Application forms and payment must be received by Friday, July 10, 1987 and should be forwarded to Casa Loma Campus, Admissions Office, 160 Kendal Avenue. Registration is accepted and seats assigned on a first-come-first-serve basis. George Brown reserves the right to cancel the program if enrolment is insufficient.

Cardiopulmonary Resuscitation (CPR)

Cardiopulmonary Resuscitation — Basic Rescuer CPR 902

Basic life support CPR is a first aid procedure performed by trained lay people without direct medical supervision. It is a component of Emergency Cardiac Care (ECC). The objectives of the course are to know the concepts of basic life support measures in emergency cardiac care and to accurately perform the psychomotor skills of cardiopulmonary resuscitation of the adult and infant in pulmonary and/or cardiac distress. The course follows the guidelines set by the Canadian Heart Foundation. A certificate is issued by the Foundation upon successful completion of the course. Certification is valid for one year only. This course involves close physical contact with fellow students.

Tues. and Thurs. 5:30 to 9:30 p.m.
Casa Loma Campus
12 hours Fee: $15.00 Materials: $7.00
March 31 to April 7
April 14 to April 21
April 28 to May 5
May 12 to May 19
May 26 to June 2
June 9 to June 16
June 23 to June 30

NOTE: Please register at least one week prior to the start of the course.

Cardiopulmonary Resuscitation — Basic Rescuer Recertification CPR 903

Prerequisite: Ontario Heart Foundation Basic Rescuer Certification. Certification is valid for one year only.
Course Content: This course is designed to review and update material and methods presented in the Ontario Heart Foundation basic rescuer courses and will recertify holders of this certification.
This course involves close physical contact with fellow students.

NOTE: Please register at least one week prior to the start date of the course.

Mon. and Wed. 5 to 10 p.m. Casa Loma Campus
10 hours Fee: $12.50 Materials: $7.00
April 6 to April 8
May 4 to May 6
June 1 to June 3

Neonatal Resuscitation NEO 900

This course is designed to update skills and knowledge in the principles and procedures of neonatal resuscitation. Course content reviews such things as at-risk pregnancies; fetal circulation; and, transition to extra-uterine life. It identifies appropriate neonatal resuscitation equipment and provides an opportunity to practice infant resuscitation skills.

Mon. & Tues. 8:00 a.m. to 4:30 p.m.
Nightingale Campus
15 hours Fee: $18.75 Material Fee: $5.00
June 8 and 9

First Aid

First Aid HEAL 102X

This course provides students with skills and knowledge in standard procedures. It is designed to meet guidelines outlined by the Canadian Red Cross Society.

Tues. 5:15 to 9 p.m. Nightingale Campus
15 hours Fee: $18.75 Materials: $10.00
April 2 to April 23
April 30 to May 21

Post Diploma Nursing Certificates

RN Critical Care Nursing

NU 400

Nightingale Campus
Prerequisite: Current Certificate of Competence, College of Nurses of Ontario or, if, from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; Basic Rescuer Certificate attendance at an Information/Selection session, and a medical.
The goal of this program is to prepare registered nurses to give competent care to critically ill individuals and their families.
The program is organized in two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, a case study format is used to build upon the core concepts and focus upon the unstable, critically ill individual suffering from complex, multisystem problems.
Theory includes:
- advanced anatomy and physiology of the vital systems (i.e.) cardiovascular, respiratory, renal, nervous and endocrine
- pathology of selected diseases including medical assessment and management
- nurse's role re selected assessment and supportive measures (e.g.) electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevent medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication and group process and prevent stress and burn-out

Clinical practice is arranged in one of the downtown Toronto hospitals.
Advanced standing may be granted for parts of the program, based on study at another educational institution and/or related work experience. A certificate is awarded upon successful completion of all courses.

Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating these equivalencies and granting course exemptions.

This program is offered full-time and part-time.

***For more information*, and interview dates, please call Nazlin Allidina at 967-1212, ext. 4231.**

Women's College Hospital & George Brown College announce a new collaborative program for Childbirth Educators NEW

This Program is of interest to those people who have completed post-secondary education in the Health Care and/or Social Services area, and who have a demonstrated interest in childbirth education and adult education. Its comprehensive approach to training is aimed at developing skills, knowledge and increased awareness of the childbirth and parenting experience.

Entrance requirements include:
— evidence of post-secondary training
— attendance at an interview/information session
— a résumé

***For more information*, please call Jackie Salmona at 967-1212, ext. 4229.**

RN Perinatal Intensive Care Nursing

NU 405

Prerequisite: Current Certificate of Competence College of Nurses of Ontario, or if from out of province, eligibility for registration in Ontario; Current nursing experience in the area of perinatology (ie. obstetrics, nursery, N.I.C.U.) is of value. A Basic Resuer Certificate, Canadian Heart Foundation and a medical are required.
This program prepares the registered nurse to provide comprehensive care to critically ill newborns and to their families.

Theory includes:
- current concepts of perinatal nursing and high risk pregnancy
- neonatal physiology, including indepth embryology
- problems of the premature and low birth weight infant and the follow up care provided
- care required prior to and during transportation of the newborn
- intervention available to critically ill infants with specific neonatal problems (genetic, congenital, respiratory)
- emotional care to the family of the high risk newborn and to the health care provider

Practicum includes:
- participant observation in high risk labour and delivery and antepartum units
- total care of the critically ill newborn including assisted ventilatory care
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- blood sampling and intravenous insertion experience
- participation with the transport team
- laboratory and x-ray interpretation
- care of the family of the critically ill infant

Clinical practice with critically ill neonates is given in the Neonatal Intensive Care Unit at The Hospital for Sick Children.
A certificate is awarded for successful completion of all six courses of the program (ie. NURS 938, NEO 412, NEO 413, NEO 414, NEO 415, NEO 416).
Exemptions may be granted for parts of the program, based on study at another educational institution and/or related work experience. A fee of $10 is charged for evaluating these equivalencies and granting course exemptions.

The program is offered on a full-time and part-time basis.

***For more information*, and interview dates, please call Heather Urquhart at 967-1212, ext. 4236.**

Reproductive Care

Certificate in Maternal-Fetal Management

This series of courses provides Registered Nurses with comprehensive knowledge in maternal-fetal management.
The courses are divided into Parts 1 and 2. Part 1 develops a theoretical framework and Part 2 provides the opportunity to practice clinical skills. Applicants may choose to complete both Parts 1 and 2, or simply Part 1. A Certificate is awarded upon successful completion of both parts.

Courses are offered Wed. 9 a.m. to 4 p.m. at the Nightingale Campus.
Fall courses include:
Nursing Practice: Contemporary Issues PER 100X
Nursing Practice: Preconception and Interconception PER 101X

***For more information*, please call Jackie Salmona at 967-1212, ext. 4229.**

RN Operating Room Nurse

NU 401

The goal of this 16-week program is to prepare registered nurses to function competently as team members in an operating room.
Prerequisites include: a current certificate of competence (Ontario) or eligibility for Ontario registration, attendance at an information session, and a medical.
The program is organized in three sections or phases. Phase I consists of six weeks of theory including:
- Relevant anatomy and physiology
- Principles of asepsis
- Duties of scrub and circulating nurses
- Intensive study of surgical interventions, their indication(s) and complication(s)

Phase II is a practicum. During this time, the student rotates through several services, (i.e.) General Surgery, Gynecology, Urology, E.N.T., Orthopaedics, Plastics, Ophthalmology and has observational experiences in Neurosurgery and Cardiovascular surgery.
Clinical practice is arranged in one of the downtown Toronto hospitals.
The focus of Phase III is management of organizational behaviour to prepare nurses to function as first level supervisors. The content includes management theory based on a behavioural human-relations framework, an exploration of research methodology and a study of teaching-learning principles and their application.
A certificate is awarded for successful completion of all four courses.
This program is offered full-time and part-time.

***For more information* please call Virginia Pollock at 967-1212, ext. 4231.**

R.N. Examination Review

NURS 927

The aim of this course is to assist graduate nurses to prepare to write nurse registration examinations in Ontario. Content of the course consists of: a review of the most frequently encountered nursing situations in medical, surgical, maternity, pediatric and psychiatric nursing — presented in seminar format; guidelines re how to write multiple choice examinations and practice writing comprehensive examinations similar to provincial registration examinations.

Mon. and Thurs. 6 to 9 p.m.
Nightingale Campus
54 hours Fee: $67.50
April 2 to June 1

Family Practice Nursing

Family Practice Nursing NU 948

This course is designed to broaden the knowledge of Registered Nurses working in family practice settings. The first half of the course is comprised of a series of classes covering such topics as: interviewing; history-taking; telephone assessment skills; drugs commonly used in family practice; nutrition update; and basic diagnostic imaging procedures.
The second half of the course addresses the theory and process of health education and includes seminars on topics related to health maintenance.

Tues. 6:30 to 8:30 p.m. Nightingale Campus
24 hours Fee: $30.00
April 7 to June 23

Refresher/Upgrading Nursing Program NU 410

This full-time program is designed to meet the needs of nurses either to refresh before returning to active practice or to upgrade prior to writing Ontario nurse registration examinations.
The basic program consists of a 13-week core made up of Review of Basics and Medical-Surgical Nursing. Options include:
Psychiatric Nursing
Maternity Nursing
Pediatric Nursing

It normally takes a full calendar year to complete the core program and all the options.

Core programs start March 30, September 8, and December 7 Nightingale Campus.

***For more information*, please call Jackie Salmona at 967-1212, ext. 4229.**

Physical Assessment Series

Pediatric Assessement NURS 946

Prerequisite: Registered Nurse.
This course, developed in co-operation with the Hospital for Sick Children, will provide nurses with the opportunity to develop basic skills in the physical assessment of children from birth through adolescence. Course content will focus on recognition of the range of normal findings and will be comprised of lectures, demonstrations and practice sessions.

Tues. 5 to 8 p.m. Classes at Hospital for Sick Children — Register at Nightingale Campus
36 hours Fee: $45.00
March 31 to June 16

Physical Assessment NURS 931

Prerequisite: Current Certificate of Competence, College of Nurses of Ontario.
This course is designed to assist the Registered Nurse to develop basic skills in the physical assessment of adults. It includes a review of history-taking and recording, uses a systems approach to physical examination and a problem-solving approach to patient care. Emphasis will be placed on recognition of the range of normal findings with some discussion of common abnormalities. Lectures will be augmented by demonstration of techniques and each class includes a practice session in which every student is expected to participate. In depth review of relevant anatomy and physiology will be the students' responsibility.

Tues 6:30 to 9:30 p.m. Nightingale Campus
36 hours Fee: $45.00
April 7 to June 23

Certificate in Haute Cuisine

This program is designed to meet the ever-growing demand for knowledge and practical experience in the creation of fine food in the home. The program consists of 7 courses, starting with Basic Small Quantity Food. It will give the student the opportunity to apply the principles of cooking using raw materials with tested recipes under the guidance of skilled chefs.
The program is followed in sequence by Basic Baking, Advanced Small Quantity Food, Advanced Baking, Appreciation of Wines, Chinese Cuisine (Dim Sum) and Chinese Cuisine (Cantonese). Each student, on satisfactory completion of each course, will receive a certificate of competence, and on completion of five courses will be awarded a Certificate in Haute Cuisine.

Cooking

Vegetarian Cooking F 835

Course Content: An introduction to vegetarian cooking including identification and selection of raw food, various types of cooking methodology, e.g. frying, steaming, and grilling. Explanation of nutritional value of vegetarian products, how to plan menus, and purchase in season.

Tues. 6 to 9 p.m. Kensington Campus
30 hours Fee: $70.00 Materials: $40.00
April 7 to June 9

Chinese Cuisine (Cantonese) F 901

Course Content: In this course, the student learns the cooking techniques and the preparation of food, Cantonese-style. Among the techniques used are: handling of Chinese cleavers and knives, cooking with different types of wok and the cooking temperatures for various foods. Learn the use of flour, starches, oil and spices and prepare a number of recipes with beef, poultry, seafood and vegetables. Students also learn to prepare a number of popular Cantonese sauces (beef tenderloin sauce, sweet and sour sauce, barbecue sauce and others) as well as several types of soups. All food preparation is first demonstrated by the teacher and then prepared by the students in the Chinese cuisine lab. About 17 different recipes are prepared during the ten-week course.

Mon. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $85.00
April 6 to June 15

Chinese Cuisine (Dim-Sum) F 900

In this course, the student learns to prepare a number of Dim-Sum style Chinese snacks. Among the recipes prepared by the students are: hargar (marinating and making of shrimp paste), shao mai, won ton, simulated coral of crabs, deep fried sour dumplings, ginger and scallion soup, dumplings, fan kwou, vegetarian fan kwou, ham shao kwok, sesame and lotus seed ball, steamed lotus paste and red bean paste buns, B.B.Q. steamed buns, chicken buns, coconut pudding, sago pudding, agar-agar almond flavoured pudding, egg puffs and others.
Each of the dishes is first demonstrated by the chef instructor and then prepared by each student in the Chinese cooking lab.

Tues. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $85.00
April 7 to June 9

Chinese Cuisine (Sichuan) F 904

In this course the student is introduced to Sichuan style Chinese Cuisine. As with other styles, Sichuan Cuisine is unique in its treatments of chicken, pork, beef and seafood as well as a number of vegetables. Similarly, different ingredients and methods of preparation of Sichuan sauces will often change the flavour of a given recipe.
All food preparation is first demonstrated by the teacher and then prepared by students in the Chinese Cuisine Lab. Up to 20 different recipes are prepared during the 10-week course.

Thurs. 6 to 10 p.m. Kensington Campus
40 hours Fee: $50.00 Materials: $85.00
April 9 to June 11

Wines and Spirits

Appreciation of Wines F 807

Prerequisite: Over 19 years of age.
This course will be devoted to the knowledge of wines from the standpoint of types, vintages, prices, handling, storage, and correct usage in relation to menu, glassware, and serving temperatures. Guest lecturers will deal with the evaluation by taste of the more distinctive wines. Enrolment limited.

Tues. and Wed. 6:30 to 9:30 p.m.
Kensington Campus
30 hours Fee: $37.50 Materials: $95.00
April 7 or 8 to June 9 or 10

Advanced Wine Appreciation F 811

Prerequisite: Appreciation of Wines, F 807, and over 19 years of age.
Course Content: This course has been designed to familiarize students, who already have a sense of wine appreciation with "Grand Crus" from French and German vineyards. Tasting and sampling will be part of the prescribed course. Enrolment limited.

Mon. or Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $155.00
April 6 or 7 to June 15 or 9

Junior Gourmet Cooking F 815

Prerequisites: 10-16 years of age and a desire to learn gourmet cooking.
Course Content: Students will engage in practical work to attain the skills required to do basic gourmet cooking. Areas covered will be — vegetable cooking, egg cookery, rice and pasta, salads, roasting, desserts and sandwiches.

Sat., 10 a.m. to 1 p.m. Kensington Campus
30 hours Fee: $60.00 Materials: $41.00
April 4 to June 6

Meat Cutting

Retail Meat Cutting Theory MC 613X

Course Content: This course explores through lectures and demonstrations the following topics in meat retailing: cutting, grading and characteristics of beef, lamb, pork and veal carcasses. Preparation of poultry for retail sale. Displaying and merchandising of all types of meat products.

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
April 7 to June 15

Meat Cutting for the Home Enthusiast F 817

Course Content: The course is designed for people who wish to learn home style techniques of preparation, utilization and storing of poultry and basic meat cuts. The students will be involved in the cutting and processing of various cuts of lamb, pork, and poultry and the finished product will become the personal property of the student.
In addition there will be a demonstration of the cutting of a side of beef (hindquarters, forequarters) into primal and retail cuts. Students will have the opportunity to purchase and process selected beef cuts at cost price.

Mon. 7 to 10 p.m. Kensington Campus
30 hours Fee: $63.00 Materials: $105.00
April 6 to June 15

Cake Decorating

Cake Decorating BK 639X

Course Content: This course offers the theory and practical experience in cake and pastry decorating techniques. Each three-hour session is structured to provide information through lectures and demonstrations and hands-on experience in the following techniques: piping, icing and modeling techniques, preparation of various decorator icings, "free-hand piping" and "pattern tracing", string work, ornaments, inscriptions, flowers, border designs, techniques with marzipan, chocolate and "rolled fondant".

Tues. 7 to 10 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $25.00
April 7 to June 9

Certificate in Hospitality Management

The Hospitality/Tourism industry will be Canada's largest industry by the year 2000. The critical consideration in the development of the industry will be the availability of an adequate and well trained supply of personnel. The following courses (each complete in itself) expose future leaders of this industry to various segments of management. Successful completion of 6 of the following 9 courses qualifies the student for a George Brown Certificate in Hospitality Management studies. These courses may also be applied for credit towards the full-time diploma in Hotel or Food and Beverage Management, or Culinary Management.

***For more information* concerning the specific requirements for the certificate, phone 967-1212, ext. 4337.**

A TEXTBOOK IS REQUIRED IN MOST COURSES.

How to Start a Restaurant SBM 900

Course Content: This course is intended to brief the student on the many areas of concern when planning and/or operating a new food service facility. The areas explored are: developing the concept, defining the marketing strategy, menu planning, business organization and human resources, food facility layout and design, financial planning, controlling the cost of food, beverage and labour. This introductory course provides the student with the insight into the more specific management courses offered in this series.

Thurs. 6 to 9 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
April 9 to June 11

Hospitality Accounting ACC 207X

Course Content: To determine the basic accounting data required by operations in the hospitality and tourist industries. To show how better utilization of information from accounting records can be incorporated into budget planning, and improve both the efficiency and profitability of a business. This course covers a wide range of subjects essential to profitable financial management. Topics by Session: Financial, Statements, Planning Budgets and Forecasting; Controls of Food, Beverage and Room Revenue; Cash Flow and Control; Credit Analysis and Control; Inventory Control; Purchasing and Leasing Policies; Control of "Un"-Fixed Assets; Taxation; Priorities for Effective Management.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $20.00
(includes price of text)
April 9 to June 11

Hospitality Personnel PERS 203X

The purpose of this course is to provide the student with the fundamental knowledge and skills necessary to ensure success in managing the human resources of an organization.
Course Content: The course explores the major theories of the management process, its dynamics, its functions, its systems and methods. The student will have the opportunity to practice the management functions of planning, staffing, organizing, directing and controlling the workforce. The course focuses on the development of knowledge and skills in the areas of manpower planning — employment, compensation, motivation, training and development, job design and standards of performance.

Tues. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $5.00
April 7 to June 9

Marketing for the Hospitality Industry MARK 208X

Course Content: To learn to deal effectively and decisively with marketing problems, thereby avoiding needless errors, unhappy customers and waste of time and money. The course material covers the many facets which are vital to a successful marketing program. Topics by session: Analyzing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail as a Marketing Tool; Advertising as a Marketing Tool; Supplementary Marketing Aids; Promoting Individual Room Business; Promoting Convention and Group Business; Promoting Food Beverage Sales; Relating All Management Decisions to Marketing.

Wed. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $10.00
April 8 to June 10

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Hospitality Law and Insurance LAW 204X

The objective of this course is to provide the student with a basic and general understanding of Canada's legal system as it pertains to the hospitality industry.
Course Content: The course covers the origins of the law, its tenets and principles, its doctrines and procedures, its approaches and how it works. The specific details of the law that concern the hospitality industry are explored in depth. The studies are designed to provide the student with information upon which to base his/her on-the-job behaviour so that legal difficulties are avoided for the employee, the customer, and the organization.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $30.00
(includes price of text)
April 6 to June 15

Purchasing for Hospitality ACC 108X

Course Content: This course is designed to help students understand the complexities of Food and Beverage purchasing and to understand certain fundamental principles in purchasing which help avoid costly errors and build a more profitable operation. This is a basic course which deals with purchasing needs as determined by function, delivery, quantity and price. Subject Matter: Purchasing Specifications; Making Quantity Decisions; Basic Inventory Control and Purchasing; Selecting Suppliers; Determining Prices; Other Costs in Purchasing; Purchasing Procedures; Value Analysis; Buying Outside Canada; Make vs Buy Decisions; Evaluating Purchasing Effectiveness.

Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $25.00
(includes price of text)
April 9 to June 11

Food Service Facilities — Planning and Design FSF 900

The course investigates the sequence of activities in the development of a food service facility and the roles, responsibilities, and compensations of the professionals who are involved in the planning team: owner, operator, architect, food service designer, equipment contractor, etc. Management of conceptual and physical planning in the overall progression of events are discussed. Assignments and case studies are performed by participants.
Course Content: Topics include: concept and program definition, principles of efficient design and layout, selection of equipment, interior design, capital costs, business practices of the professional consultants and emerging trends in hospitality facilities.
Enrolment is limited.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
(includes price of text)
April 6 to June 15

Food and Beverage Cost Control ACC 210X

Course Content: The course develops food and beverage cost control techniques typical to the hospitality industry from purchasing through the various functions of receiving, storing, issuing, production, to portion and revenue control. Emphasis is placed on yield testing, recipe pre-costing and the interpretation of cost control information. In addition, the course touches on pricing strategy and the relationship between sales volume and profitability.

Mon. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $15.00
(includes price of text)
April 6 to June 15

Front Office Operation HIND 222X

An intense professional approach to Front Office procedures, expressing the hotel guest relationship from prearrival to departure. Heavy emphasis on hotel terminology plus strategies of reservation controls, reception and credit procedures along with skills of operation and audit of the NCR 4200 and 250. Attention will also be paid to special situations such as the V.I.P. guests as well as travel agencies and their impact on the hospitality industry.

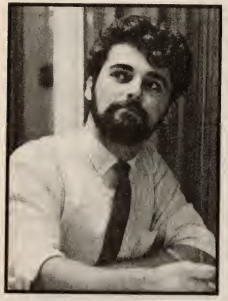
Thurs. 6:30 to 9:30 p.m. Kensington Campus
30 hours Fee: $37.50 Materials: $5.00
April 9 to June 11

Other Management Courses

Kitchen Management PUR 104X

This course is designed to develop the knowledge and the skills required to manage any type of kitchen. Students learn to interpret simplified financial statements and to define the classification of menus and culinary terminology as well as various types of dining room services. Students will participate in demonstrations of yield tests conducted by the instructor. The object will be a primal cut of beef and a multiple ingredient recipe. They will also pre cost standardized recipes and calculate food costs, food sales, food costs % and forecast annual sales and production requirements.

Thurs. 6 to 9 p.m. Kensington Campus
45 hours Fee: $56.25 Materials: $15.00
April 9 to July 16



English as a Second Language

Learning to Read and Write in English (For Beginners) LT 921

This course is designed for non-native speakers of English with limited literacy skills.
Course Content: This is a course in basic English. Emphasis will be placed on teaching students to read and write, including alphabet work and spelling. The course is intended to prepare students to enter basic English courses for which the students are required to know how to read and write.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $62.50
Registration: *May 11 to 14*
May 25 to August 24

Pre-Intermediate English LT 813

Course Content: This is a course for English as a second language learners who wish to proceed to intermediate English. The course will concentrate on grammar but will include listening comprehension and pronunciation. There may also be some work in our language laboratory. Successful completion of this course would allow the student to continue studying English at a higher level.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 or 26 to August 24 or 18

Intermediate English LT 812

Course Content: This is a course for second language learners who already know some English. Most of the course will be devoted to grammar but there will be some time for the following areas: speaking, writing, grammar and listening comprehension. There may be some work in our language laboratory to improve pronunciation. Students who successfully complete this intermediate course will qualify for the Advanced Course in English offered at College Campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 or 26 to August 24 or 18

Advanced English for E.S.L. LT 803

Course Content: For students who have already learned to speak and write basic English; includes reading comprehension and developing conversational skills and grammar.
NOTE: Arrangements can be made for students of this class to write the Michigan Test at this campus.

Mon. and Wed. or Tues. and Thurs. 7 to 9 p.m.
College Campus 50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 or 26 to August 24 or 18

Advanced Conversational English for New Canadians LT 818

This course is designed for high level intermediate and advanced students of English as a second language. The emphasis will be on developing conversational fluency. There will be no formal instruction in English grammar; therefore, students with grammar problems should register in Pre-intermediate E.S.L. (LT 813) or Intermediate E.S.L. (LT 812).

Mon. and Wed. 7 to 9 p.m. College Campus
40 hours Fee: $75.00
Registration: *May 11 to 14*
May 25 to August 5

Writing For Advanced Students of English As A Second Language LT 819

This course is designed for high intermediate and advanced students of English as a second language. Guidance and practice in the art of clear written communication is offered. Participants will choose the particular type of writing that is a problem for them. Instruction will develop out of these specific writing problems.

Mon. 7 to 9:30 p.m. College Campus
25 hours Fee: $51.00
Registration: *May 11 to 14*
May 25 to August 10

Language Test Preparation LT 916

This course is designed for intermediate and advanced students of English as a second language who are planning to write tests of language proficiency such as the Michigan Test or the TOEFL (Test of English as a Foreign Language). Intensive work will be done in the following areas: listening, reading comprehension, writing, grammar and vocabulary.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $62.50
Registration: *May 11 to 14*
May 25 to August 24

English Pronunciation Part 1 LT 917

This course is designed for students of English as a second language at intermediate and advanced levels. In this short course the emphasis will be totally on developing good speech production knowledge and habits. Use of the language laboratory will be a part of the course. There will be no formal instruction in grammar.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: *May 11 to 14*
May 26 to July 28

English Pronunciation Part 2 LT 919

Prerequisite: LT 917 or previous study in phonology.
Course Content: This course will help students who have completed LT 917, or those who have studied some phonology in another course. Emphasis will be on refining English speech production with further study in transcription, sounds, stress and intonation.

Tues. 7 to 9 p.m. College Campus
20 hours Fee: $25.00
Registration: *May 11 to 14*
May 26 to July 28

English for Science and Technology LT 922

This 80-hour course is designed for non-native speakers of English. Applicants should have a good grounding in English. There will be an entrance test, and only people whose level is suitable will be accepted.
Course Content: This course will concentrate on developing the student's ability in all aspects of scientific and technological English. It will be particularly helpful for students intending to work in this field or to study in one of these areas at a college or university.

Tues. and Thurs. 6:30 to 9:30 p.m. College Campus
80 hours Fee: $129.00
Registration: *May 11 to 14*
May 26 to August 25

Language Teaching

A Practical Course in Teaching English as a Second Language to Adults LT 912

Prerequisite: Applicants should be native speakers of English with demonstrable expertise in the Canadian dialect. An exception could be made if a non-native speaker were judged to have equivalent fluency. Preference is given to those involved in, or those who have a future commitment to, the field.
Course Content: The course is divided into two major sections: 110 lecture hours on Monday and Wednesday evenings, and a two-part practicum during the day.
Lectures cover theoretical and practical topics in linguistics and Teaching English as a Second Language (TESL). The majority of lecture hours are devoted to general ESL methodology and the discrete language skills of listening, speaking (including pronunciation), reading and writing. In addition, a substantial number of hours are spent studying phonetics, phonology, grammar, language testing, psycholinguistics and sociolinguistics.
The first segment of the practicum (10 hours, September to December) comprises lesson observation.
The second segment (20 hours, January to April) comprises practice teaching under the guidance of experienced ESL teachers.
Enrolment is limited. To obtain an application form please phone Sophie Pandi, 967-1212. Applicants will be accepted on the basis of a personal interview. Interviews are conducted and completed in June.

Mon. and Wed. 7:15 to 9:15 p.m. College Campus
140 hours Fee: $175.00
Registration deadline: *May 29, 1987*
Classes start September 14, 1987

French

George Brown offers a comprehensive selection of French courses — courses to suit everyone from beginners learning their first few phrases, to fluent speakers who want to perfect their professional vocabularies.
The core of George Brown's French offerings is made up of second-language conversation courses. In these courses, students learn to speak and understand French in a relaxed and lively atmosphere. The Centre uses up-to-date teaching methods that emphasize authenticity, students' participation, pronunciation, listening skills and role playing.
For more advanced students or Toronto francophones, the Centre offers a variety of French courses ranging from business French and microcomputer programming to cooking and photography.
Some of our courses can be combined by intermediate and advanced students to earn a Certificate of Proficiency in French — a certificate that is particularly useful to people who use French at work.
***For more information*, please call 967-1212, ext. 4388.**

Certificate of Proficiency in French

Students must complete Speaking French, level 6, as well as four courses in French, in order to graduate. Students exempted from all Speaking French courses must complete five courses in French.

Compulsory Courses
Speaking French — LT 804, LT 805, LT 828, or LT 835 levels 3, 4, 5 and 6 (Students placed at levels higher than 3 will be granted equivalence status for the lower levels).
Grammaire française — LT 927
Culture et société franco-canadienne — LT 824

Electives (two or three courses from this section)

Correction phonétique
Le français langue des affaires — LT928
Communication écrite I — LT 822
Communication écrite II — LT 926
Introduction à la traduction — LT 823
La programmation sur micro-ordinateur I — PGRM 925A
La programmation sur micro-ordinateur II — PGRM 935A

NOTE: Students enrolled in the Certificate program must attend 80% of the classes and obtain a "B" standing in order to proceed.

Interviews

New students of French as a Second Language must have a short placement interview during the registration week, two weeks before the start of classes. Times and places for placement interviews are indicated after each course listed below. Returning students should register at least two weeks before courses start. A brief description of course content follows.

Basic Level Courses

Levels 1A — 1B and 2A — 2B

Students develop basic strategies enabling them to express themselves simply in various daily situations. The principal aim of these courses is to develop conversational skills but attention is also given to the building of sound structural foundations and to good pronunciation. In level 2, students are encouraged to express opinions, relate events and tell simple stories. Rudiments of the past and the future are also studied.

Intermediate Level Courses

Levels 3 and 4

At the intermediate level, students learn to express themselves with added precision and correction. They are urged to discuss topics of personal interest, to speak about events that are taking place in their lives and in the world at large. A lot of the work done in class is based on the interests and occupations of the students.

Advanced Level Courses

Levels 5 and 6

At the advanced level, students are able to convey their messages in just about any situation. They refine their skills in expressing doubt, insistence, feelings, necessity, etc., gradually integrating idioms and finer points of grammar. They also meet the challenge of defending opinions and ideas, and are encouraged to take full advantage of Francophone activities available in Toronto.

Conversational French — Intensive (all levels) LT 828

Placement interviews for Conversational French — Intensive classes will take place on the following dates: April 27 to 30, from 5 to 6:30 p.m.

Tues. and Thurs. 6:15 to 9:15 p.m. College Campus
42 hours Fee: $52.50
May 12 to June 25 or July 7 to August 20

NOTE: Students who plan to take the second session of LT 828 should phone for an interview at 967-1212, ext. 4388 at least two weeks before classes start.

CERTIFICAT EN ENSEIGNEMENT DU FRANÇAIS LANGUE SECONDE AUX ADULTES

A partir de septembre 1987, le Centre Français projette d'offrir, à temps partiel le soir, un **Certificat en enseignement du français langue seconde aux adultes.** Ce certificat sera offert aux francophones qui désirent travailler dans ce domaine. Les candidatures de non-francophones ayant un niveau très avancé en français seront également considérées.

Une partie théorique d'une durée de 110 heures ainsi que 30 heures de pratique feront l'objet de ce Certificat. Les cours seront les suivants :

- Micro-enseignement;
- Linguistique et prononciation;
- Grammaire;
- Didactique du français langue seconde;
- Psychologie de l'apprenant adulte;
- Stage d'observation;
- Stage d'enseignement.

Pour information, téléphonez au Centre Français au 967-1212, poste 4388.

THREE WEEK

French Intensive Program

The principal aim of this three-week intensive full-day program is to develop conversational skills in a more rapidly paced time period.

All students must arrange a placement interview at least two weeks before the start of classes to ensure that they start at the appropriate level.

Please call the French Centre at 967-1212, ext. 4388.

Three Week — French Intensive Program — Beginner I LT 932-1A

The basic elements of French including grammar, simple conversation and pronunciation. Students practise their conversational skills in the language laboratory. Emphasis is on conversational practice for everyday use.

Mon. to Fri. 9 a.m. to 4 p.m. College Street Campus
90 hours Fee: $112.50
July 6 to July 24

Three Week — French Intensive Program — Beginner II LT 932-1B

Prerequisite: An oral placement interview. Further practise in conversation and aural comprehension, consolidating and correcting basic skills. Students learn to give instructions, express opinions and tell simple stories. The language laboratory is used to practise conversational skills.

Mon. to Fri. 9 a.m. to 4 p.m. College Street Campus
90 hours Fee: $112.50
July 6 to July 24

Three Week — French Intensive Program — Intermediate LT 932-2A

Prerequisite: An oral placement interview. Further development of conversational French with a consolidation of grammar and pronunciation. Topics covered include: idioms, past and future tenses, adverbs. Advanced practise in conversation and aural comprehension including how to describe people, objects and events in detailed statements, make comparisons and express opinions.

Mon. to Fri. 9 a.m. to 4 p.m. College Street Campus
90 hours Fee: $112.50
July 6 to July 24

Three Week — French Intensive Program — Advanced LT 932-3A

Prerequisite: An oral placement interview. Intensive practise in conversation, improvement of oral/aural skills. Further study of grammar and idiomatic expressions, as well as reading and pronunciation. Students discuss current events and learn to defend their points of view.

Mon. to Fri. 9 a.m. to 4 p.m. College Street Campus
90 hours Fee: $112.50
July 6 to July 24

Speaking French (all levels): LT 805

Mon. or Wed. 6:15 to 9:15 p.m. St. James Campus
42 hours Fee: $52.50
May 4 or 6 to August 17 or 12
Placement interviews for the Speaking French classes will take place on the following dates:
5 to 6:30 p.m. April 21 to 23 room 429
New students must have an interview *before* registration.

Speaking French: Saturdays LT 835

Levels 1A-1B and 2A-2B only.
Sat. 9:30 a.m. to 12:30 p.m. St. James Campus
42 hours Fee: $52.50
May 23 to August 22
Placement interviews: St. James Campus, Room 429
April 21 to 23; 5 to 6:30 p.m.

Speaking French on Saturdays LT835

Levels 3A and 4A only.
Sat. 9:30 a.m. to 12:30 p.m. College St. Campus
42 hours Fee: $52.50
May 23 to August 22
Placement interviews: College St. Campus, Room 106, 5 to 6:30 p.m. April 27 to 30

Cours en français

Pour vous inscrire aux cours suivants complétez la formule à la fin de ce répertoire et allez directement au bureau d'inscription sur le campus où le cours a lieu. Inscrivez-vous le plus tôt possible pour être sûr(e) d'avoir une place.

Veuillez téléphoner au Centre français pour de plus amples renseignements: 967-1212 poste 4388.

Vivre en Français à Toronto LT 925

Ce cours permet aux Torontois anglophones ayant un niveau très avancé de communiquer régulièrement en français à leur niveau tout en prenant contact avec les ressources francophones de Toronto.
Le cours comprend des sorties culturelles, des entretiens avec des Francophones travaillant à Toronto et l'exploitation des réseaux d'information de Toronto.

mercredi 19h00-22h00 Campus St-James
36 heures Coût: 58 $ (plus les sorties)
du 27 mai au 19 août

How to reach us:
947-9914
Call this number for general information about continuing education courses, unless otherwise indicated in this directory.

Culture et société franco-canadienne LT 824

Dans ce cours on trace l'historique du Canada français et l'évolution actuelle de la société franco-canadienne sur les plans sociologique, politique, économique et culturel. Dans le cadre de discussions animées par un professeur expert en la matière, les apprenants tentent de mettre en lumière certaines constantes et variables de cette société en pleine évolution.

lundi 18h15-21h15 Campus St-James
36 heures Coût: 58 $
du 25 mai au 17 août

Introduction à la traduction LT 823

Ce cours initie les apprenants bilingues aux techniques nouvelles de la traduction leur donne l'occasion de développer une approche pratique dans différents domaines. En traduisant des textes tirés de domaines variés (littérature, sciences, publicité, finance, économie, etc.), les étudiants approfondissent leur connaissance pratique du vocabulaire, de la grammaire et de la stylistique. Il ne forme pas de traducteurs professionnels.

mardi 18h15-21h15 Campus College
36 heures Coût: 58 $
du 21 avril au 7 juillet

UN COUP DE FIL...C'EST FACILE

Vous voulez peut-être suivre un cours en français mais il n'est pas offert...
Ou bien vous avez une idée de cours à nous communiquer?..

Nous sommes à votre service. Appelez-nous!

Le Centre Français 967-1212, poste 4388

Sign Language

Introduction to Sign Language CES 900

This course introduces students to basic American Sign Language structure and vocabulary through a communicative or first experience method. The focus will be on achieving survival level expressive skills and the development of strong receptive skills. Students must purchase a textbook.
Instructor: Brian Hunter is a teacher of Sign Language with the Canadian Hearing Society as well as a freelance Sign Language Interpreter employed by the Secretary of State and Ontario Interpreters Services. He is a Certified Sign Language Interpreter. Registry of Interpreters, U.S.A.

Tues. 6 to 8 p.m. or 8 to 10 p.m. Casa Loma Campus
24 hours Fee: $30.00
April 21 to July 7

Sign Language — Level II CES 901

Prerequisite: Introduction to Sign Language — CES 900 or equivalent.
The Level II American Sign Language course introduces the student to more structures, grammatical features and vocabulary based on those learned in the Level I class. Both receptive and expressive skills are emphasized using a conversational method in class. Text used is the same as Level I.
Instructor: Brian Hunter

Mon. 6 to 8 p.m. Casa Loma Campus
24 hours Fee: $30.00
April 27 to July 20

Italian

Italian Language and Heritage (Basic) LT 806A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

Spanish

Spanish Language and Heritage (Basic) LT-808A

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

Spanish Language and Heritage (Intermediate) LT 808B

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m.
College Campus 50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

Spanish Language and Heritage (Advanced) LT 808C

Course Content: Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Spanish culture, particularly the cultures of the Spanish-speaking countries in South America.

Mon. and Wed. 7 to 9 p.m. College Campus
50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

German

German Language LT 817

This course offers general German language development appropriate to the individual's competence.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

Chinese

Chinese Language (Mandarin) LT 825

Development of facility in both the speaking and the writing of the language; language instruction will be given in contexts that reflect the most notable features of Chinese culture.

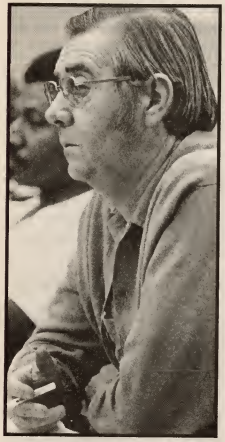
Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $86.00
Registration: *May 11 to 14*
May 25 to August 24

Arabic

Standard Arabic For Beginners LT 918

This course will offer a basic knowledge of the Modern Standard Arabic language which is used throughout the Arab world. Special attention will be given to conversational skills and content will focus on contemporary Arab values. Class activities will concentrate on situations relevant to those engaged in business with the Arab world.

Mon. and Wed. 7 to 9 p.m. College St. Campus
50 hours Fee: $62.50
Registration: *May 11to 14*
May 25 to August 24



Psychology

Psychology — An Introduction PSY 907

This course looks at the "why" of human behaviour. It offers the student an introduction to personality theories and therapies. Human experience in terms of sensation, perception and states of consciousness are covered. Other dimensions of behaviour included are motivation and emotion, learning and thinking, sex roles, and attitudes.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program director.

Thurs. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 30 to July 30

Psychology: Human Resource Management PSY 908

In this course, basic principles of psychology are applied to the work setting. Topics discussed include personality and work, the motivation to work, working in groups, social skills and work, working in organizations, work in different cultures, job satisfaction. This is a basic course in applied psychology suitable for career-motivated managers in any occupation or for those contemplating a supervisory position.

This course is equivalent to courses offered in post secondary day programs in business and technology at George Brown. Students who plan to take this course for credit must obtain approval from their program director.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 21 to July 21

Philosophy

Introductory Philosophy ELS 922

This course serves as an introduction to philosophy. Its main focus is on theories of human nature. The ideas of Plato, Sartre, Marx, Skinner, Nietzsche, Kierkegaard, Freud, and others are analyzed, discussed, and evaluated. Also covered in this course are social philosophy, ethics, aesthetics, epistemology, and the philosophy of religion.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $80.00
April 23 to July 23

Introduction to Applied Ethics ELS 921

This course is designed as an introduction to moral philosophy. It is comprised of three parts: skills, theories, and applications. Initially, skills required to reason morally are developed. Secondly, theories which can inform ethical judgment are covered. Thirdly, skills and theories are applied to contemporary issues involving social and moral controversy (e.g., sexuality, genetics, abortion, war, business practice, and capital punishment). Discussion and debate are encouraged.
At the first class, materials will be available for which the fee is $15.00.

Tues. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $80.00
April 21 to July 21

Sociology

Introductory Sociology SOC 101X

Prerequisite: Grade 12 or equivalent.
This course introduces students to the sociological perspective and uses it to explore the nature of modern industrial society, with an emphasis on Canada. The course examines the basic problems of social order and social change in terms of such topic areas as the changing family, bureaucratic organization, class structure, culture within mass society, deviance and social control.

This course is equivalent to courses offered in post secondary day programs in business and nursing at George Brown. Students who plan to take this course for credit must obtain approval from the program director.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $52.50
April 30 to July 30

Sociology of Women SOC 204X

Prerequisite: Grade 12 or equivalent.
In this course, students explore and evaluate some of the major issues of the women's movement, past and present. The effects on women of philosophical perspectives and cultural traditions are evaluated. Topics covered include non-traditional occupations, day care, affirmative action, sexual harassment, relationships of commitment, and reproductive rights. Classes are conducted in a seminar-discussion format so that students can reflect upon their own feelings about the diverse goals of Canadian feminism.

This course is equivalent to courses offered in post secondary day programs in business and nursing at George Brown. Students who plan to take this course for credit must obtain approval from the program director.

Tues. 6 to 9 p.m. St. James Campus
42 hours Fee: $52.50
April 21 to July 21

Law

Law in Society ENG 911

This course provides the student with a better understanding of how the law works in the context of modern society, reviews societal structures, groups and institutions that shape modern life, and examines practical issues relating to Canadian law. It includes an overview of the Canadian legal system with some reference to controversial issues, for example, matrimonial law. Given the growing complexity of society, and the resultant need to understand and cope with social change, this course offers a career-bound individual a valuable legal and sociological perspective.
Instructor: Bill Halkiw, Toronto Lawyer and Sociologist.

Thurs. 6:30 to 9:30 p.m. St. James Campus
42 hours Fee: $68.00
April 30 to July 30

Day Classes: Classes start continuously. Adjustments are made for holidays.

Evening Classes:
Classes are held Mondays/ Wednesdays and/or Tuesdays/Thursdays. Classes start continuously. Adjustments are made for holidays.

For more information **on start dates for Real Estate courses phone 967-1212, ext. 3218/3219.**

Real Estate

An Introduction to Real Estate Segment I — RE 900A

Course Content: This course covers the following topics: ownership of real estate as an investment; to own or to rent?; how much should we pay?; financing a purchase; financing — government plans; benefits and services of a broker; a career in real estate; relationship of principal and agent; the typical real estate transaction.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
258 Adelaide St. E. 30 hours Fee: $136.00 includes text and exam fee.
Dates: Continuous.

Registration for the following Segment II classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment II — RE 900B

Prerequisites: Evidence of completion of Segment I; 75% pass mark on the examination of Segment I.
Course Content: This course covers the following topics: introduction; real estate and the economy; the Real Estate and Business Brokers Act; the broker — salesperson relationship; ethics; municipal regulations; subdivision control; introduction to land descriptions; construction; evaluation; advertising; mortgages; agency law; statutes affecting the Real Estate business; parties to contract; contract law; agreement of purchase and sale.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m.
258 Adelaide St. E. 60 hours Fee: $205.00 includes text and exam fee.
Dates: Continuous

Registration for the following Segment III classes must be completed by 9:30 a.m. of the first day of class and by 6:30 p.m. of the first evening class. After 9:30 a.m./6:30 p.m., any available seats will be given to people on waiting lists.

An Introduction to Real Estate — Segment III — RE 900C

Prerequisites: Evidence of completion of: Segment II; 75% pass mark on examination for Segment II.
Course Content: This segment is comprised of case studies designed to give participants an opportunity to focus on practical situations they would encounter in a day to day Real Estate operation.

Mon. to Fri. Day: 8:30 a.m. to 3:30 p.m.
Night: 6:30 to 9:30 p.m. 258 Adelaide St. E.
60 hours Fee: $225.00 includes text and exam fee.
Dates: Continuous

Certificate Program

The full Certificate Program involves completion of three mandatory subjects: Real Property Law; Principles of Appraisal; and Principles of Mortgage Financing.
Plus the completion of one elective chosen from: Principles of Property Management; Principles of I.C. & I. Real Estate; or Rural, Recreation and Agricultural Real Estate.

MANDATORY COURSES:

Real Property Law — RE 905

Taught by practicing lawyers but designed specifically to assist Ontario real estate practitioners gain knowledge and understanding of the many complex laws, both common and statutory which may affect real estate transactions. Topics include: Property Concepts; Leaseholds; Recording Acts; Agency; Contract; Shared Ownership; Agreements; Bulk Sales; Consumer Reporting; Tax Acts; Tenancies; Expropriation.
Instructors are lawyers with at least 5 years conveyancing experience and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. 258 Adelaide St. E.
40 hours Fee: $185.00 includes text and exam fee.
Dates: Continuous

Principles of Appraisal — RE 903

This is an intermediate level appraisal course designed to enable real estate practitioners to develop skills and expertise in the evaluation of real property for listing, marketing and financing functions. Topics include: Appraisal Fundamentals; The Appraisal Process; Preliminary Survey and Appraisal Plan; Data Collection and Analysis; Cost Approach; Income Approach; Direct Sales Comparison Approach; Reconciliation and Final Estimate.
Instructors are practicing appraisers with a minimum 5 years appraisal experience and are certified by both the Appraisal Institute of Canada and the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. 258 Adelaide St. E.
40 hours Fee: $185.00 includes text and exam fee.
Dates: Continuous

Principles of Mortgage Financing — RE 902

Dedicated to the premise that the ability to arrange financing is an integral part of real estate brokerage, this course explores the legal, mathematical and procedural aspects of mortgage financing. Topics include: The Mortgage Market; Mortgage Document; Legalities of Mortgages; Mortgage Brokerage; Legislation; Processing Applications; Non-Residential Arrangements; Government Programmes.
Instructors are Real Estate and/or Mortgage Brokers with a minimum 5 years practical experience in handling mortgage transactions and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. 258 Adelaide St. E.
40 hours Fee: $185.00 includes text and exam fee.
Dates: Continuous

Elective Courses

For information **about elective courses offered during Spring/Summer 1987, please call the real estate office at 967-1212, ext. 3218 or 3219.**

Industrial, Commercial and Investment Real Estate — RE 904

Designed as an introduction to the skills necessary to participate in the planning, development, sale and/or leasing of income producing and commercial properties. Topics include: Introductory Chapter; Land and Development; Investment Properties; Leasing; Business Brokerage; Marketing; Financing; Taxation; Property and Asset Management.
Instructors are I.C.&I. practitioners with a minimum 5 years experience and are certified by the Ontario Real Estate Association.

Mon. to Fri. Day: 8:30 a.m. to 12:30 p.m.
Night: 6 to 10 p.m. 258 Adelaide St. E.
40 hours Fee: $185.00 includes text and exam fee.
Dates: Continuous

Property Management

Not offered this semester.

Rural, Recreational and Agricultural

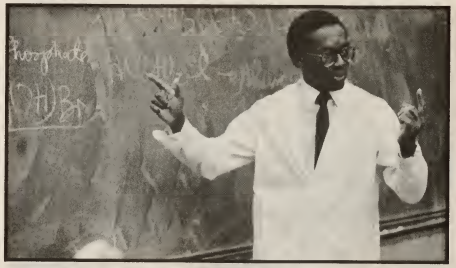
Not offered this semester.

NOTE: Register for real estate courses at 258 Adelaide St. E., first floor. Office hours: 8 a.m. to 4 p.m.

TREB Computer Education Course — PRGM 702

Prerequisite: Member of the Toronto Real Estate Board.
This course was developed by representatives of both the Toronto Real Estate Board and George Brown College to train agents and brokers to independently access the TREB computerized listing database.
The course will cover the following topics: Introduction to the TREB On-Line System; Signing On; Signing Off; Open Houses; Hot Sheets; Search Active/Sold/Expired Listings utilizing CMA; Search by Address.

9 a.m. to 12 p.m. and 1 to 3 p.m. (one hour lunch) College Street Campus
5 hours Fee: $40.00/day/student
For more information and registration, **contact the Toronto Real Estate Board at 443-8100, ext. 8050.**



Mathematics & Science

Medical Terminology I — ANAT 100X

This course is suitable for medical secretaries and other medical auxiliaries.
This course includes the following topics: terminology related to normal structure and functions of various body systems; introduction to terminology related to disease states; and introductory overview of hospital charting practices including pertinent abbreviations.

Tues. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 7 to June 9

Mathematics I — MATH 100X

Course Content: Fundamental concepts and operations of arithmetic and algebra, functions and graphs, trigonometric functions, linear equations, algebraic factoring and fractions, quadratic equations, oblique triangles, systems of linear equations, exponents and radicals.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Mathematics II — MATH 200X

Prerequisite: MATH 100X — Mathematics I, or equivalent.
Course Content: Binomial theorem, trigonometry, analytic geometry, differential calculus, integral calculus.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Trade Calculations — MATH 605

Course Content: Whole numbers, fractions, decimals and percentages applied to trade problems; square root calculations and the Pythagroean theorem; solutions of triangles; calculations involving circles, triangles, compound areas and volumes; manipulation of trade formulae; plane geometry applied to trade problems; mensuration, graphs, charts and trade estimating; ratio, proportion and variation.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
90 hours Fee: $112.50
April 28 to August 6

Mechanics

Mechanics I — MECH 100X

Prerequisite: MATH 100 — Mathematics I or equivalent (prior to or concurrent with Mechanics I).
Course Content: Basic principles of statics: coplanar, parallel and concurrent force systems, friction, centroids and centres of gravity, second moments of areas. Dynamics: basic principles, rectilinear motion, work, energy and power, impulse, momentum, impact.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
April 27 to July 8

Mechanics of Materials — MECH 110X

Prerequisite: MATH 200 — Mathematics II, and MECH 100 Mechanics I.
Course Content: Mechanical properties and testing; unit stress and strain; beam type members — statically determinate; thin cylinders and joints; resilience; torsion, combined stresses.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
April 27 to July 8

For more information **about Math & Science courses, please call 967-1212, ext. 2481.**

Blueprint Reading & Drafting

Architectural Drafting — Part II DR 901

Prerequisite: Successful completion of Part I, employment in architectural drafting at the junior level, or graduation at the grade 12 level in architectural drafting.
Course Content: Planning drawing layout; presentation drawing in the form of rendered plan and elevation; drawing plans, elevations, full sections, details and structural drawings of commercial or industrial buildings.

Tues. and Thurs. 7 to 10 p.m. Casa Loma Campus
60 hours Fee: $75.00
April 7 to June 11

Architectural Art and Presentation — Part I DR 902

Prerequisite: Successful completion of DR 900 or equivalent, employment as a draftsperson or illustrator, or graduation at the Grade 12 level in Architectural Drafting.
Course Content: One and two point perspective, freehand approach and office method, interior and exterior sketching projects, shades and shadows, delineation techniques of furniture, trees, grass, etc. use of pencil, pen, markers and letratone.

Mon. and Wed. 7 to 10 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 6 to May 6

CADD

Introduction to CADD for Architects & Civil Engineers CAD 951

Prequisite: Minimum 2 years drafting experience. This course covers the following topics: types of computers; types and differences of various CADD systems; the operation of a graphics work station; the application of the points, lines and arcs CADD functions; basic geometric construction elements; the operation of a digitizer, copier and plotter; establishing scales; setting line, plot and colour fonts; usisng menus; panning; zooming; filling; dimensioning.

Wed. 7 to 10 p.m. Casa Loma Campus
36 hours Fee: $166.00
April 8 to June 24

Advanced CADD for Architects and Civil Engineers CAD 952

Prerequisite: Introduction to CADD.
This course covers the following topics: tile structure, parts library; back-up procedures; file maintenance; deletion and archiving; selection of optimum commands; creation of personal menus: merging files; editing text files. The students welect their own projects for CADD development from the area of their disciplines.

Sat. 8 a.m. to 2 p.m. Casa Loma Campus
36 hours Fee: $166.00
April 25 to June 20

Heating/Air Conditioning

Propane (Plant Operator 3) HT 921

This course provides the necessary knowledge of propane to write the Fuels Safety Branch Plant Operators — 3 licence. Topics covered include: properties of propane safety procedures, filling of propane containers and propane powered vehicles, and maintenance of filling plant.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
6 hours Fee: $18.00 Exam Fee: $35.00
May 12 to 14

Residential Heat Pumps AIR 908

Prerequisite: REF 900, AIR 905 or equivalent. Review of refrigeration fundamentals and air conditioning systems in the home. Basic heat pump cycle and heat pump application. In depth investigation of cycle components including four-way reversing valve operation. Installation and service, procedures and problems. Typical electrical control circuitry and operation. Efficiency measurements such as: C.O.P., E.E.R. and S.E.E.R. Balance Point Determination.

Tues. and Thurs. 6 to 9 p.m.
Casa Loma Campus 30 hours Fee: $37.50
April 7 to May 7

Masonry

Bricklaying MAS 900

Course Content: The tools, equipment and materials used by the bricklayer, types and sizes, characteristics of bricks, types and preparation of mortars using various bonding agents in all weather, layout of walls, pilasters and piers using various bonds.

Tues. and Thurs. 7 to 10 p.m.
Casa Loma Campus 60 hours Fee: $75.00
March 24 to May 28

Electro-Mechanical

Electrical

Electrical Apprentice Review EL 900

Designed for those apprentices who are in their final term and who expect to write the qualifying examination sometime within the year.
Course Content: Theory, code and equipment over the entire area of apprenticeship training.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
March 30 to June 8

Electrical Pre Exam EL 950

Prerequisite: Designed for journeymen who are seeking interprovincial standards and those journeymen referred by the Ministry on Provisional Certificates.
Theory, code and equipment over the entire apprenticeship training area.

Mon. and Wed. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $5.00
March 30 to June 8

Hydro-Electric Power Commission Regulations (Master Electrician) EL 902

Prerequisite: At least fifth term apprentices, or journeymen.
Use of code book; application of regulations and tables; electrical installation calculations relevant to code regulations and tables; suitable preparation for examinations leading to Certificate of Qualification and Master Education.

Tues. and Thurs. 6:30 to 9:30 p.m.
Casa Loma Campus
60 hours Fee: $75.00 Materials: $10.00
March 31 to June 4

Stationary Engineering

Power Plant Electrics and Instrumentation — 1st Class STAT 915

Course Content: This course covers the following topics: Electricity (IV); Instrumentation and Controls (IV).

Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 9 to June 11

Power Plant Chemistry — 2nd Class STAT 922

Course Content: This course covers the following topics: Fuel Systems and Combustion (III); Water Treatment (III).

Mon. and Wed. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $41.25
May 25 to June 29

Power Plant Applied Mechanics — 3rd Class STAT 931

Course Content: This course covers the following topics: Turbines (I); Internal Combustion Engines (II).

Tues. & Thurs. 6 to 9 p.m. Casa Loma Campus
36 hours Fee: $45.00
May 19 to June 25

Power Plant Electrics and Instrumentation — 3rd Class STAT 935

Course Content: This course covers the following topics: Electricity (II); Instrumentation and Controls (II).

Tues. & Thurs. 6 to 9 p.m. Casa Loma Campus
33 hours Fee: $41.25
April 7 to May 12

Power Plant Electrics and Instrumentation — 4th Class STAT 945

Course Content: This course covers the following topics: Electricity (I); Instrumentation and Controls (I).

Tues. and Thurs. 6 to 9 p.m. Casa Loma Campus
30 hours Fee: $37.50
April 28 to May 28

Numerical Control

Computer Numerical Control I NC 900

Prerequisite: Knowledge of machine shop practices with Grade 12 mathematics.
Course Description: This course is a practical hands-on approach to numerical control programming. Class size is limited to give the participant maximum involvement in the course. Topics covered include: Principles of Numerical Control; Machine Types and Co-ordinate Systems; Machine Codes; Canned Cycles; Subroutines; Tape Preparation; Machine Set up and Operation.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $156.00 Material Fee: $30.00
April 11 to May 16

C.A.D.

Computer Aided Design I (Mechanical) NC 906

Minimum two years drafting experience with a good knowledge of drawing office math.
This course provides an intensive practical hands-on introduction to Computer Aided Design Drafting. Small class sizes allow the participants to follow an individually paced program in the form of projects designed to highlight the course content.
Topics covered will include: Introduction to C.A.D.D.; types and uses of CAD systems, system commands; basic shape generation; manipulation; dimensioning; 2-3 dimensional representation; plotting drawings. Participants will also have access to the C.A.D. Centre resources during the length of the course.

Sat. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $312.00 Material Fee: $50.00
April 11 to May 16

Computer Aided Design II (Mechanical) NC 907

Prerequisite: Minimum Grade "B" in CAD I
This course offers a hands-on experience in advanced graphic techniques. With a limited enrolment, the course is designed to give the participant the maximum terminal time possible. Participants will also be able to access the College CAD centre during the length of their course. Topics covered will include: review of basic construction techniques; advanced shape generation; introduction to layers; pattern/symbol creation use of patterns; plotting.

Sun. 9 a.m. to 3 p.m. Casa Loma Campus
30 hours Fee: $312.00 Material Fee: $50.00
May 24 to June 28

TRAINING IN HOUSING REHABILITATION SKILLS: Inspecting Dwellings and Introduction to Specification Writing CES 813

George Brown College, in cooperation with the Canada Mortgage and Housing Corporation (CMHC), is offering the first of four courses in the "Training in Housing Rehabilitation Skills" program.
Designed to improve the knowledge and skills of those involved in the housing rehabilitation and renovation field, this course is of particular interest to contractors, building inspectors, appraisers, property managers and real estate agents.
This course is a prerequisite for subsequent courses in the series. The fee includes a comprehensive training manual.

Sat 8:30 a.m. to 5:30 p.m. Casa Loma Campus
48 hours Fee: $213.00 Materials: $65.00

The following topics are covered: inspecting all existing dwelling; identifying systems and components of the dwelling; identifying problems and their causes; recording and writing up deficiencies and describing the work required for repair and replacement; introduction to specification writing.
The course includes supervised on-site dwelling inspections.

Dates: May 2 to June 13

Acting

Acting for Film & Television — Basic THEA 934

Classes are held in the Video Studio, Casa Loma Campus. Students get practical on-camera experience in a variety of comic and dramatic scenes. Special topics are addressed on individual nights such as blocking, retakes, timing, emotion, presence, confidence and intensity.

Tues. or Wed. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
April 14 or 15 to June 16 or 17

Acting for Film & Television — Intermediate THEA 936

Prerequisite: Acting for Film and Television — Basic, or equivalent.
Students participate in on-camera workshops to develop their concentration, intensity, confidence, and character range. Students are encouraged to select individual study pieces that are close to their character range.

Fri. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
April 17 to June 19

Acting for Film & Television — Advanced THEA 938

Prerequisite: Professional acting experience.
Professional level actors have the opportunity to workshop scenes on camera with other committed actors and to analyze their performance on playback.
The classes emphasize building a character and explore what makes certain film and television characterizations work over long periods of time.

Thurs. 7 to 9:30 p.m. Casa Loma Campus
25 hours Fee: $31.25
April 16 to June 18

Writing for the Theatre ELS 822

For course description, see page 26.

The summer School of Dance at George Brown College is designed for serious dance students who wish to improve their technique through intensive study with professional artists. Under the careful direction of Lois Smith, the School has established a solid reputation for its commitment to excellence... excellence visible in technical as well as artistic achievement.

With the same dedication to high standards which led to her acclamation as Canada's first Prima Ballerina, Lois Smith has remained constant in her belief that balletic artistry implies much more than technical proficiency. A career which has spanned more than 30 years and which has encompassed many of the world's great stages, has served to strengthen this conviction. In the proven tradition of master and apprentice, Lois Smith offers students of dance an opportunity to benefit from her unique experience and to share in her vision of artistic competence.

For senior students, the Summer School culminates in a series of public performances. Through these performances, in an atmosphere of professional integrity, students are made more aware of the implicit nature of their craft.

The
George Brown
College

School of Dance

Lois Smith, Artistic Director

The Programs

SENIOR DIVISION
June 29 to August 7, 1987
Six weeks, 26-30 hours per week.
Intermediate and Advanced levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Variations, Modern, Jazz, Spanish (Intermediate), Pas de Deux (Advanced), Rehearsals and Performances.

FEE: $625

ELEMENTARY DIVISION
June 29 to July 24, 1987
Four weeks, 21 hours per week
Pre-Elementary and Elementary levels.

CURRICULUM: Ballet, Pointe, Coaching (boys), Modern, Jazz, Spanish, and Workshop.

FEE: $470

JUNIOR DIVISION
June 29 to July 24, 1987
Four weeks, 18 hours per week.
- *12 and 13 years old with 4 to 5 years previous training. (Group A)*
- *10 and 11 years old with 2 to 3 years previous training. (Group B)*

CURRICULUM: Ballet, Pointe (Group A), Stretch (Group B), Mime, Jazz and Spanish.

FEE: $470

CHILDREN'S DIVISION
June 29 to July 10, 1987
Two weeks, three hours daily
July 13 to 24, 1987
Two weeks, three hours daily
- *Creative Movement: 6 to 7 years old with no previous experience necessary*
- *Children's Ballet: 8 and 9 years old with 1 to 2 years previous experience.*

CURRICULUM:
Children's Division students will receive classes in visual arts, theatre arts and music in addition to their daily dance instruction. Students may take either one or both two week sessions.

FEE: $160 (each two week session)

ADULT DIVISION
Recreational classes for adults in ballet and jazz technique are offered Monday through Thursday evenings. Classes for novices and experienced dancers are offered.

June 29 to August 7, 1987
Six weeks, variable hours
Four levels of Ballet Technique and two levels of Jazz Technique.

FEES: one class per week: $ 52
two classes per week: $ 94
three classes per week: $131
four classes per week: $165

For more information about George Brown's School of Dance, please call 363-9945.

MAIL-IN REGISTRATION APPLICATION

Please complete **all** blocks and mail the completed registration application and payment to:

_____ Campus
(insert campus for your course here)
Part Time Courses: George Brown College,
P.O. Box 1015 Station "B", Toronto, Ontario M5T 2T9

For instruction on how to register by mail, see page 3.

Mail-in registrations should be received by the College at least three weeks before the course starts.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

George Brown
The City College

SOCIAL INSURANCE NUMBER | DAY MONTH YEAR BIRTH DATE | USE AN X: MR MRS MISS MS | NATIONAL STATUS: CDN PERM. RES. STUDENT VISA

SURNAME (LAST NAME) | GIVEN NAME AND INITIALS

HOME ADDRESS (NUMBER AND STREET) | APARTMENT NO.

CITY | PROVINCE | POSTAL CODE | PHONE NUMBER

EMPLOYER'S NAME | BUSINESS PHONE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

TRANSFER COURSE INFORMATION FROM CALENDAR

COURSE NAME | COURSE CODE | START TIME

START DATE (DAY MONTH YEAR) | CAMPUS | HOURS PER NIGHT (M T W T F S S) | TUITION FEE $ + MATERIAL FEE $ = PAYMENT $

VISA CARD NUMBER | EXPIRY DATE

STUDENT SIGNATURE | DATE

Effective June 1, the College St. and Nightingale Admissions Offices will be closed. College Street registrations should be sent to Kensington Campus and Nightingale registrations to Casa Loma Campus.

USE ONE FORM PER COURSE

PLEASE PRINT CLEARLY **FOR MAIL REGISTRATION ONLY** **COMPLETE ALL BLOCKS**

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EMPLOYER'S NAME | BUSINESS PHONE

DO YOU HOLD ONTARIO GRADE 12 OR EQUIVALENT: YES NO

TRANSFER COURSE INFORMATION FROM CALENDAR

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Considering returning to school full-time?

THESE GEORGE BROWN COLLEGE DIPLOMA PROGRAMS START IN SEPTEMBER:

Health Sciences and Community Services Division
Fitness Instructor
Community Worker
Early Childhood Education
Activation Co-ordinator
Child Care Worker
Human Services Counsellor
Dental Assistant
Dental Hygiene
Dental Hygiene (Expanded Duties)
Denture Therapy
Dental Technology
Orthotics/Prosthetics Technician
Clinical Methods in Orthotics/Prosthetics
Diploma Nursing
Refresher Upgrading Nursing
Registered Nurse
— Critical Care
— Operating Room
— Perinatal Intensive Care
Chiropody

Technology Division
Civil Engineering Technicial
Construction Engineering — Management
Mechanical Engineering
— Machine Design
— Tool Design
— Toolmaking
— Drafting Design
— CAD/CAM
Stationary Power Plant Engineering
Air Conditioning — Refrigeration Engineering Technician
Mechanical Engineering Technology (Tool and Machine Design)
Civil Engineering Technology
Construction Engineering Technology
Drafting Technician
Piano Technician
Architectural Technician — Drafting
Architectural Technology
Residential Construction Management
Welding Specialist
Instrumentation Engineering Technician — Industrial
Instrumentation Engineering Technology — Industrial
Electronics Engineering
— Technology
— Technician
Electrical Engineering
— Technology
— Technician
— Technician — Design
Welding Technician
Mouldmaking Technician

Business Division
Business General
— Accounting
— Data Processing
— Marketing
Business General
Physical Distribution
Business Administration
— Accounting
— Data Processing
— Marketing
Computer Programmer
Business Diploma — Insurance
Property Management
Retail Management
Insurance
Small Business Management
Sales
Secretarial Arts — General
— Legal
— Medical
— Word Processing
— Word Processing Operator
— Word Processing — Legal
Court Reporting
— Shorthand
— Stenomask
Records and Information Management

Academic Division
General Arts and Science
Dance Training
Theatre Arts
Energy Conversion Technology

Fashion Division
Apparel Management
Creative Fashion Design
Jewellery Arts
Jewellery Repairs
Gemmology
Gem Setting
Ceramics
Engraving
Watch Repair
Clockmaking
Furniture Production and Design

Graphic Arts Division
Printing Technology
Printing Technician
Graphic Design
Graphic Sign Design & Production

Hospitality Division
Culinary Management
Hotel Management
Chef Training (Pre-Employment)
Food and Beverage Management

We also have more than 60 shorter certificate programs offered throughout the year: trades and technology, health, business, community services, hospitality, fashion, graphic arts, driver training, academic upgrading and language training.
FOR MORE INFORMATION, CALL 947-9914.

A new upgrading opportunity at no cost to you

George Brown College, in conjunction with the Ministry of Skills Development, offers a new approach to upgrading for skills training courses or successful employment. Personal assessment, diagnostic testing, and counselling will assist us in developing an individual, realistic upgrading program in mathematics, English, science, computer literacy, and hands-on skills to enable you to progress to your goals. A personal profile of competencies achieved will be provided to each student at the end of the program.

This program is designed primarily for adults 25 or older. All levels of upgrading will be offered from basic literacy and numeracy through equivalent grade 12 subjects.

Some assistance for disadvantaged persons may be available to assist with daycare support, transportation, and accommodation when it is indicated by a needs assessment.

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Where to find us

Admissions offices' hours from March 16 - May 1

Casa Loma Campus
160 Kendal Avenue
Mon. to Thurs.,
noon to 7:30 p.m.
Fri., noon to 4:30 p.m.

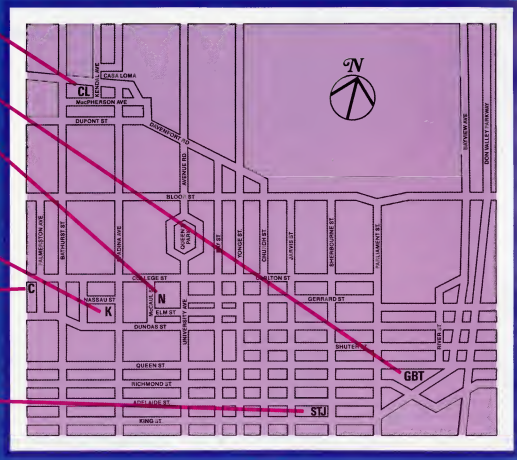
George Brown Theatre
530 King St. E.

Nightingale Campus
2 Murray Street
Mon. & Tues.,
noon to 7:30 p.m.
Wed. to Fri., noon to 4:30 p.m.
Effective June 1, the
Nightingale Campus
Admissions office is closed.

Kensington Campus
21 Nassau Street
Mon. to Thurs.,
noon to 7:30 p.m.
Fri., noon to 4:30 p.m.

College Street Campus
507 College Street
Mon. to Fri., noon to 4:30 p.m.
Call the Admissions Office
for extended hours.
Effective June 1, the College
Street Campus Admissions
Office is closed.

St. James Campus
200 King Street E.
Mon. to Thurs.,
noon to 7:30 p.m.
Fri., noon to 4:30 p.m.



Admissions offices' hours: May 4 to August 28

Casa Loma Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

Nightingale Campus
Mon. & Tues., noon to 6 p.m.
Fri., noon to 4:30 p.m.
Effective June 1, the
Nightingale Campus Admissions
office is closed.

Kensington Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

College Street Campus
Mon. to Fri., noon to 4:30 p.m.
Call the Admissions Office
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Street Campus Admissions Office
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St. James Campus
Mon. to Thurs., noon to 6 p.m.
Fri., noon to 4:30 p.m.

George Brown
The City College

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